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BASE SUPPORT AND EXPEDITIONARY (BAS&E) SITE PLANNING

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This instruction implements AFPD 10-4, *Operations Planning: Air & Space Expeditionary Force (AEF)*, and provides for the preparation of base support plans (BSP), and expeditionary site plans (ESP); and the accomplishment of contingency site surveys across the spectrum of USAF operations for deliberate, and crisis action planning (CAP), and execution. It describes the specific requirements to translate and integrate operational requirements into Agile Combat Support (ACS) at employment sites to create and sustain operations. This instruction applies to active duty airmen, federal civilian employees, and AF contractors supporting bare base planning and execution. This instruction also applies to the Air Reserve Component (ARC), HQ United States Air Force Academy (USAFA), and Air Force District of Washington (AFDW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**.

SUMMARY OF CHANGES

This revision to AFI 10-404, *Base Support and Expeditionary (BaS&E) Site Planning* integrates the Base Support Plan (BSP) and the Expeditionary Site Survey Process (ESSP) into the plan. BSPs were formerly known as In-Garrison Expeditionary Site Plans (IGESPs). This revision replaces the previous IGESP/ESP Part I and II chapter attachments and directs the use of HQ USAF functional community data collection instructions for developing and maintaining BSP/ESP Parts I and II. This revision assigns the roles and responsibilities of a Major Command (MAJCOM) to the National Guard Bureau (NGB/A4RX), HQ United States Air Force Academy (USAFA), and Air Force District of Washington (AFDW).

Chapter 1

BASE SUPPORT AND EXPEDITIONARY (BAS&E) SITE PLANNING CONCEPTS

1.1. Overview. The Expeditionary Site Survey Process (ESSP) is a subset of the overall expeditionary site planning process and serves as the foundation for Air Force expeditionary operations. This AFI is the governing document for ESSP and provides detailed information for use by planners at the strategic, operational, and tactical levels. It also assists site survey teams in prioritizing their site selection and bed-down actions. The objectives of Base Support Plans (BSP) and Expeditionary Site Plans (ESP) are to determine installation capabilities and ensure a well documented, de-conflicted and standardized approach towards bed-down and reception support for tasked Operations Plans (OPLANs).

1.2. Products. The expeditionary site planning process produces both a BSP and ESP. BSPs are primarily developed for locations with a permanent military presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. ESPs are chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial bed-down decisions (quick reaction site survey information in Part I). ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. BSPs and ESPs follow the guidance provided in this AFI. The new ESSP defines the capability and procedures to effectively identify potential operational locations and collect, store, and access site data in support of combatant commander decision-making processes. This process will provide decision-makers with substantive and reliable site survey information essential to performing their jobs well. Furthermore, the standardization of the process will enable the process to move faster, lead to a greater understanding of responsibilities at all levels, and greatly improve the quality and usefulness of expeditionary site planning data.

1.2.1. Part I of the base support ESP identifies resources and capabilities of a location by functional area. For contingency requirements, Part II of the plan allocates resources identified in Part I, assesses the ability to support the operation, and identifies limiting factors (LIMFACs) in accordance with the intent and direction of the wing commander's Time-Phased Force and Deployment Data (TPFDD).

1.2.2. The supporting Numbered Air Force (NAF) will distribute command relationships to subordinate wings that reflect command relationships during execution of OPLAN taskings for inclusion into Part II of each subordinate wing.

1.3. Processes. Agile Combat Support (ACS) is the ability to field, protect, and sustain air, space, and cyber forces across the full range of military operations. It is the product of processes that ready the force, prepare the battle space and position, employ, sustain, and recover the force. ACS provides for Aerospace Expeditionary Forces (AEF) employed and engaged in operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to bed-down, employ, maintain, protect, and redeploy tactical components of air and space power and production. As part of ACS, the expeditionary site planning process defines capabilities, establishes resource allocation, and determines solutions to shortages/limitations. A rigorous expeditionary site planning process is essential to determine contingency bed-down locations, deployment requirements, tailoring decisions, and resource allocations. Where existing

capabilities fall short of mission requirements, this process facilitates decisions for successfully sustaining the mission. The process results are BSP/ESP that define the information necessary for making bed-down, reception, and deployment-planning decisions. Collaborate planning is required by all functional areas to create coordinated/integrated ESP results to the maximum benefit of the process. At the unit level it represents a capability assessment and an employment plan for the tactical level. For MAJCOM/NAF/Air Component staffs, it quantifies theater/Area of Responsibility (AOR) support capabilities at the operational level. At HQ USAF, it presents service level data for strategic level planning and requirements determination.

1.4. Systems Support. The Base Support & Expeditionary (BaS&E) Planning Tool is a suite of standard systems tools that enable automated, employment-driven, agile combat support planning. This suite delivers an improved process for campaign planning and course of action (COA) analysis and selection. It enables a more accurate and expedient identification of resources as well as critical support requirements for potential bed-down locations around the world. BaS&E allows for rapid capability and LIMFAC identification, and facilitates force-tailoring decisions to reduce the deployment footprint. BaS&E consists of four modules on the Non-Secure Internet Protocol Router Network (NIPRNET) and five modules on the Secret Internet Protocol Router Network (SIPRNET) that are mandated for use when they are available at all levels of command. BaS&E account access will be granted in accordance with MAJCOM/A4 guidance. At a minimum, security clearances will be verified prior to account access.

1.4.1. Locate and Query Modules: Locate and Query Modules allow users easy access to information stored in the BaS&E database. Sites can be selected from a hierarchical tree view or by querying the database for sites matching selected parameters. These modules are contained within BaS&E NIPRNET and SIPRNET applications.

1.4.2. Collect Module: The Collect Module will provide users the capability to accomplish site data updates. Users will have the ability to utilize a standard set of questions that are tailorable to collect site information. Results will be posted to the BaS&E database but receive management review before officially being posted to the public. This module is contained within BaS&E NIPRNET and SIPRNET applications. It also contains the National Geospatial-Intelligence Agency (NGA) Automated Airfield Information File (AAFIF), and other information critical to contingency bed-down planning. BaS&E users must enter Part I data via the NIPRNET only.

1.4.3. Assess Module: The Assess Module is a decision-support tool developed to enable quick COA assessments in the early stages of air campaign planning. It will enable quick assessment of the logistical feasibility of supporting varying COAs, to ensure from inception that a developed air campaign plan is logistically supportable. This application is contained within BaS&E SIPRNET application only.

1.4.4. User Management Module: This module is for user account management capability and ensures role-based permissions are provided according to operation support needs. This application is contained within BaS&E NIPRNET and SIPRNET applications.

1.5. ESSP Enablers. Worldwide access to data storage is necessary for accurate planning and risk analysis of intended expeditionary sites. Planners and surveyors must be able to take advantage of the Global Combat Support System (GCSS-AF) Air Force Portal and Global Command and Control System (GCCS). Data collected in the field must be imported to the data

base in time to support impending operations. Planners must have access to the most current data to advise senior leaders on COAs concerning expeditionary site selection. Data sharing will eliminate redundancy in collection efforts and help in right sizing deploying forces.

1.6. Integrated Data Collection Tools and Equipment. Collecting data accurately and reliably requires site survey teams to use standardized tools to support the site survey process. Functional Data Managers (FDM) will develop and maintain BSP/ESP (Parts I and II). When identifying installation level resources, capabilities, processes, and procedures, FDMs will use data collection instructions provided by respective HAF functional communities. Other site survey checklist data fields not included within BaS&E should be populated within the miscellaneous field. It is designed to prioritize functional team member actions and facilitate the sharing of information while preventing duplication of effort. Trained personnel will be able to utilize these tools to collect integrated site data. The standardized tools focus the team and optimize activities, especially when time available on site may be limited. MAJCOMs or other higher headquarters must plan for and acquire the equipment required by their site survey teams. The headquarters must ensure requirements are identified and submitted as part of the United States Air Force Program Objective Memorandum (POM) for funding. Each site survey team will have its own equipment. Equipment should be compatible with current expeditionary site planning standards and include both functional area-unique and common equipment.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. This chapter describes functional area roles and responsibilities for the planning, preparation, and execution of the expeditionary site planning and survey processes. Both processes significantly impact bed-down and campaign plan decisions for all military branches. Consequently, roles and responsibilities must be clearly defined and unambiguous. Therefore, it is important that each organization's role is known and understood by all involved. The following cross-functional responsibilities touch many organizations and agencies and depict the basic responsibilities of each level of command.

2.1.1. Cross-Functional Responsibilities for BSP/ESP. Guidance for development and maintenance of a BSP or ESP is contained within the functional chapters of this instruction. The table of contents identifies the functions and offices of primary responsibility (OPR) associated with that function. FDMs are responsible for ensuring the functional content of this instruction meets expeditionary site planning objectives.

2.1.2. Cross-Functional Responsibilities for Expeditionary Site Planning Standard Systems Applications. The rule-based logic contained in BaS&E is derived from functional area policy, technical data, and subject matter expert experience – examples include aircraft parking space data, aircraft refueling flow rates, meal consumption data, etc. The checklist questions in BaS&E are derived from widely used checklists and functional expert input and are only intended to be answered for the development of an ESP Part I. Functional area managers are responsible for keeping BaS&E rules and data elements current through coordination with AF/A4LX, and the respective MAJCOM/A4 and expeditionary site planning OPR as appropriate.

2.2. Logistics Plans and Integration Division (AF/A4LX). Responsible for the Air Force Expeditionary Site Survey Planning process, policy, and data collection instructions.

2.2.1. Provide oversight of USAF contingency site survey process. Assists lead MAJCOMs' efforts to de-conflict competing site survey requirements/resources when necessary.

2.2.2. Exercise management control over the expeditionary site planning program to ensure availability of accurate and current data for logistics planning.

2.2.3. Manage supporting standard systems applications, and is the OPR for BaS&E. Chairs the BaS&E Functional Requirements Board (FRB).

2.2.4. In coordination with all HQ USAF Directorates, establishes data collection instructions for each functional area to assist BaS&E users in identifying installation level resources and capabilities to develop BSPs and ESPs (Parts I and II).

2.3. MAJCOM/A4 Directorate (Logistics Plans Function). The MAJCOM/A4 will:

2.3.1. Provide command policy and guidance for implementing BSP and ESP concepts to meet their specific missions.

2.3.2. Ensure all subordinate bases develop and maintain BSP/ESP Part I. Whenever there is a change in POC personnel, the MAJCOM/A4 will immediately designate a replacement and provide notice in writing of the new POC to AF/A4LX and the BaS&E PMO. Coordination

of this requirement with other services may require service component agreements at MAJCOM level if the AF unit is a tenant at a Sister Service location.

2.3.3. Ensure subordinate bases that are tasked to serve as a final destination and/or tasked to provide substantial throughput mission via current OPLAN TPFDD develop and maintain a BSP Part II. Substantial throughput is defined as the movement of more than 50 personnel (PAX) per day and/or 50 short tons of cargo per day over 30 consecutive days. A BSP Part II is written for the worst case OPLAN/Concept Plan (CONPLAN) scenario for which the unit is tasked. Units should contact their MAJCOM/A4 if they are uncertain about whether their OPLAN tasks warrant a BSP Part II. At locations where USAF is not the host component, coordination of this requirement with other services may require service component agreements at MAJCOM level if the AF unit is a tenant at a Sister Service location.

2.3.4. Maintain a roster of subordinate bases (including forward operating locations where USAF may or may not maintain a presence) that require either a BSP or ESP. Follow the format in Figure 2.1.

Figure 2.1. Sample BSP/ESP MAJCOM Roster

LOCATION	BSP PART I	BSP PART II	ESP	NEXT ACTIVITY	ACTIVITY
COB # 1	Jan-2009	Jan-2009	NONE	Feb-2010	PART I & II
MAIN BASE	Jul-2008	Jul-2008	NONE	Mar-2009	PART I
MAIN BASE	May-2008	May-2008	NONE	May-2009	PART I & II
FOL # 1	NONE	NONE	NONE	Oct-2009	PART I
SSPL SITE # 1	NONE	NONE	Nov-2009	IAW Component CC	ESP

2.3.5. Designate a point of contact (POC), in writing, to AF/A4LX and the BaS&E PMO for all MAJCOM related BaS&E base support and expeditionary site planning issues. The MAJCOM/A4 POC represents the respective MAJCOM at the BaS&E FRB and is a voting member.

2.3.6. Provide guidance on planning information to subordinate units (i.e., all forces Time-Phased Force and Deployment Data (TPFDD), war consumables distribution objective (WCDO), War Mobilization Plan (WMP) 3, Part 2, Unit Type Code (UTC) Availability (UTA) for WRM UTCs, vehicle authorization list (VAL), and WMP other Volumes,) and identify baseline-planning data for BSP/ESP development as required.

2.3.7. Request MAJCOM functional area support to provide plan inputs for those areas where functional expertise does not exist within the subordinate unit or NAF. Where appropriate, coordinate with host wing, host wing NAF, and host wing MAJCOM logistics plans agencies during review process. Maximize BaS&E applications to expedite and standardize overall review process.

2.3.8. Monitor subordinate unit LIMFAC reports in coordination with the appropriate NAF. Staff validated LIMFACs with appropriate MAJCOM/Command functional managers for resolution actions. As appropriate, coordinate resolution actions and prioritization of effort

with MAJCOM senior staff, and NAF(s). Maintain status and issue resolution of all LIMFACs.

2.3.9. Develop guidance and procedures for performing staff assistance visits (SAVs) with subordinate units as required. The purpose of SAVs is to review the overall expeditionary site planning process, provide guidance, clarification, and training. The SAV program should be executed in coordination with responsible NAFs (if applicable).

2.3.10. Coordinate with MAJCOM Logistics Compliance Assessment Program (LCAP) or Inspector General (IG) to ensure proper evaluation of base support (in-garrison) and expeditionary site planning processes and products across all functional areas.

2.3.11. Manage all MAJCOM related aspects of fielding, using, and sustaining BaS&E applications.

2.3.12. Provide oversight of MAJCOM contingency site survey processes. Develop policy to ensure site survey information is collected and stored in BaS&E when possible. Avoid duplication of effort, and ensure enough data is collected during site surveys to facilitate bed-down analysis with BaS&E as appropriate. Develop and maintain a BSP/ESP Site Survey Priority List (SSPL) for near-term (two years) site surveys at locations that are most likely to be used for primary missions, humanitarian assistance operations, or unique MAJCOM/AOR requirements. SSPLs should be developed in concert with supported commands, subordinate units, and contingency taskings. MAJCOMs, DRUs and Centers (AETC, AFMC, AFRC, AFSOC, AFSPC, AFGSC, ANG and USAFA) without an AOR are exempt from the SSPL report.

Figure 2.2. BSP/ESP Site Survey Priority List (SSPL)

PRIORITY	LOCATION	OBJECTIVE	REASON	DATE
1	FRIENDLY FOL	BSP PART I & II	OPLAN TASKING	SEP 2009
2	MUST HAVE CIRF	BSP PART I & 11	CONPLAN TASKING	OCT 2007
3	AFRICAN SOCCER FIELD	ESP	POSSIBLE HUMRO SITE	MAR 2008
4	STRATEGIC ATOLL	ESP	ENROUTE STOP	TBD

2.3.13. Identify to subordinate NAFs (if applicable) wing plans, integration functions and their roles and responsibilities in meeting expeditionary site planning objectives.

2.3.14. Identify and resolve BSP and ESP issues impacting other MAJCOM units, with their respective MAJCOM/A4 logistics plans functions.

2.4. Other MAJCOM Agencies.

2.4.1. Logistics Compliance Assessment Program (LCAP) or Inspector General (IG). Evaluate expeditionary site planning processes and products. Coordinate with the MAJCOM/A4 expeditionary site planning OPR for evaluation guidelines and metrics.

2.4.2. MAJCOM Functional Communities. Take appropriate action to resolve subordinate unit LIMFACs. Coordinate efforts with MAJCOM/A4 logistics plans function and the appropriate NAF agencies (if applicable).

2.4.2.1. Coordinate all site survey requests with the MAJCOM/A4 logistics plans function to prevent duplication and permit proper prioritization of efforts, and ensure site survey information is collected and stored in BaS&E when possible.

2.4.2.2. Provide assistance and inputs for BSP/ESP development when functional expertise is not resident at subordinate levels.

2.4.2.3. Further refine functional chapter and/or ESP requirements to reflect unique AOR and/or MAJCOM necessities. Include these refinements in a MAJCOM instruction or supplement to this document.

2.5. AF Component Command (MAJCOM/NAF in component role) Logistics Plans Function. Responsible, with the assistance of appropriate functional managers, for the following in addition to the applicable responsibilities in paragraph 2.3.

2.5.1. Review AOR wartime and contingency requirements and identify all aircraft, personnel (to include noncombatant evacuees and all services), and equipment competing for base resources. Review all other planning efforts to include base operability actions, reception task force responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning (to include Safe Haven operations), tenant planning involvement, and host-nation support.

2.5.2. Sponsor, host, and fund USAF participation in applicable BSP and ESP conferences at USAF bed-down and en-route support locations within their AORs. Specifically, ACC is responsible for SOUTHCOM, NORTHCOM and CENTCOM AORs, USAFE is responsible for EUCOM and AFRICOM AORs, PACAF is responsible for PACOM AOR, and responsible parent MAJCOMs for CONUS based installations. MAJCOM/A4s may delegate any or all of these responsibilities to subordinate NAFs/wings within the AOR.

2.5.3. Facilitate the development of BSPs or ESPs for bed-down or support locations in their AOR. All efforts will be made to develop BSPs or ESPs with Parts I and II -- as a minimum, develop the ESP Part I. When the host country severely restricts access to a location, the BSP or ESP should be completed to the extent possible to complete the plan. Coordination of this requirement with other services may require service component agreements at MAJCOM or CCDR level.

2.5.4. Validate and monitor unit level LIMFACs in coordination with appropriate NAF and MAJCOM functional agencies.

2.5.5. Coordinate all site survey requests with MAJCOM/A4 logistics plans function to prevent duplication of effort and permit proper prioritization of survey requirements.

2.6. Other AF Component Command (MAJCOM/NAF in component role) Staff Functions. Provide guidance and assistance as necessary for developing and/or reviewing BSP/ESP functional chapters. Coordinate all site survey requests with the MAJCOM/A4 logistics plans function and ensure site survey information is collected and stored in BaS&E (to include exercise locations).

2.7. Deploying Unit Commander. Coordinate all site survey requests with AOR and parent MAJCOM/A4 logistics plans function. Review BSP/ESPs for locations their units are tasked to deploy or transit. Deploying unit commanders in coordination with home station logistics plans will coordinate with and advise the reception base or transit location of unique support requirements, suggested changes, or other impacts on reception planning. Units are encouraged to participate in site surveys or planning conferences at their deployment locations to coordinate requirements and plan for the most effective use of resources. Every effort should be taken to accomplish ESP site surveys or planning conferences in conjunction with scheduled deployments and/or exercise participation. These visits facilitate the development of viable BSP/ESPs, and provide the deploying units the opportunity to tailor their deployment packages to eliminate duplication and reduce reception and transportation requirements.

2.8. Host Wing/Installation Commander. Ensure BSP is developed and maintained in BaS&E, and certified on an annual basis via memorandum signed by the Wing commander. When required by MAJCOMs, wing/installation commanders will invite representatives from major deploying units to assist in development of Part II and subsequent activities. Support the overall process through the Base Support Planning Committee (BSPC). Coordinate all site survey requests with MAJCOM/A4 logistics plans function. Retain final signature authority on BSP documents and validation authority on electronic information transmitted and stored in BaS&E. The Host Wing/Installation Commander (when tasked by MAJCOM) will Chair the Base Support Planning Committee (BSPC) on an annual basis, or more often as necessary. Appoint Installation BaS&E Base Support and Expeditionary Site Planning OPR in writing, with a copy provided to the MAJCOM/A4.

2.8.1. The Wing Commander-signed certification letter will be imported via multimedia into the General Site Information Chapter within BaS&E.

2.8.2. The responsible MAJCOM/A4, in coordination with the appropriate Air Force Component, will determine certification authority in cases where the wing/installation commander cannot be the Certifying official; i.e., lead wing commander or air force component commander. The Air Force Component Commander may delegate this responsibility.

2.9. The Installation BaS&E Base Support and Expeditionary Site Planning OPR (Host Plans and Integration Function).

2.9.1. Develop and manage the BaS&E base support and expeditionary site planning program if required.

2.9.2. Manage the BSP LIMFAC reporting program. Forward LIMFACs that are validated by BSPC and approved by wing/installation commander to applicable NAF (if no NAF exists, provide to MAJCOM/A4) logistics plans function. NAFs (if applicable) will, in-turn, forward these reports to MAJCOM/A4 logistics plans function after NAF staff and commander review/approval.

2.9.3. Schedule and manage BSPC meetings. Publish minutes signed by BSPC Chair and ensure copies are provided to all base agencies, attendees, NAF (if applicable), and MAJCOM/A4.

2.9.4. Schedule site surveys/planning conferences when required and at a minimum invite representatives from all major deploying units, NAF, and supporting MAJCOM/A4 representatives (as required).

2.9.5. Maintain a continuity book/electronic files that include the following at a minimum:

2.9.5.1. BSP chapter OPR appointment letters (to include associate units with a war support function), signed by the unit commander, and a listing of authorized BaS&E users.

2.9.5.2. Copies of minutes of the last two BSPC meetings and any applicable working group meetings (BSPWG) (or reference to location if minutes are classified).

2.9.5.3. Copy of AFI 10-404 and applicable MAJCOM supplement.

2.9.5.4. Copy of the BSP or reference to its location (i.e., BaS&E).

2.9.5.5. Reference to location of planning documents (e.g., TPFDD, USAF War and Mobilization Plan (WMP) Volume 4, Wartime Aircraft Activity (WAA), etc.).

2.9.5.6. Last two copies of all Inspection Reports (applicable local and higher headquarters inspection findings, SAV reports, self-inspection findings, etc.).

2.9.5.7. LIMFAC program documentation (as applicable).

2.9.5.8. Miscellaneous (e.g., issues, lessons learned, message traffic, training slides, handbooks, and any comments which would add to the understanding of the expeditionary site planning process).

2.9.5.9. Installation BaS&E Base Support and Expeditionary Site Planning OPR appointment letter.

2.9.6. Maintain visibility and forward notification of local site survey requirements to respective NAF and MAJCOM/A4. Ensure information is validated and loaded into BaS&E.

2.10. Wing/Base Level Units (Including Tenant Units). All commanders and functional area experts, regardless of command, are responsible for development, management, and review of their portions of the BSP/ESP (Parts I and II). FDMs will develop and maintain BSP/ESP (Parts I and II), using data collection instructions provided by respective HQ USAF functional communities, when identifying installation level resources, capabilities, processes, and procedures. Unit commanders will appoint (in writing) BSP FDMs and provide a copy to the Installation BaS&E Base Support and Expeditionary Site Planning OPR. BSP FDMs will maintain continuity books (see paragraph 2.9.5.) to ensure succeeding personnel are aware of how the chapter was developed (include internal checklists, formulas used, etc.). Coordinate all site survey requests with Plans and Integration function to prevent duplication of effort and permit proper prioritization of requirements. Each unit on-base will compare capabilities against contingency requirements and identify those constraints having a critical negative effect on a base's war fighting capability. These constraints will be reviewed by the unit commander and submitted to the plans and integration function for review by the BSPC. LIMFACs are personnel or materiel deficiencies, problems, or conditions (validated by the BSPC) that have a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve. Units will monitor reported LIMFACs and submit updates should changes occur (e.g., LIMFAC becomes invalid, outdated, etc.). Constraints, which do not meet

BSP LIMFAC criteria, should be identified as such (e.g., constraint, shortfall, etc.) and included in the plan.

2.11. Installation Exercise/Inspection Function. Wing IG or equivalent agency will establish a program in cooperation with the installation plans and integration function to assess the effectiveness and efficiency of the reception and bed-down process on a regular basis. Exercise scenarios should be based on real-world expectations of simultaneous deployment, reception, bed-down, and integration of forces. All BSP participants should be involved in building the exercise scenario. The MAJCOM may determine the scheduling of these exercises and they may be combined with other local exercises with the agreement of the MAJCOM and wing/installation commander. Exercise evaluation results will be included in the BSPC minutes.

2.11.1. Installations tasked with supporting OPLANs in a reception or throughput role are required to conduct a bed down brief to synchronize the efforts of all commanders participating in the exercise. The brief will be classified in accordance with the level of the exercise. The bed down brief will contain at a minimum following data:

2.11.1.1. Overview of the first 10 days of reception activities (number of inbound personnel, short ton totals, inbound air assets based on published TPFDD) (OPR: Logistics Readiness Function)

2.11.1.2. Parking Plan (OPR: Host Airfield Operations function)

2.11.1.3. De-conflicted operating location and lodging plan (Where airmen will live/Where they will work) (OPR: Host Force Support Function OCR: Host Civil Engineering Function)

2.11.1.4. Feed plan (OPR: Host Force Support Function)

2.11.1.5. Local transportation plan (OPR: Host Logistics Readiness Function)

2.11.1.6. Reception through the "Eyes of the Airmen" overview which will contain what an inbound member will face upon arrival starting at transportation offload to reception/integration at the work center. Individual processing actions are not required to be captured (Individual processing action timeline information may be held in reserve for process improvement efforts at the conclusion of the exercise). This presentation will be a brief overview that will include how long the anticipated reception activity will last before inbound airmen are ready for duty. (OPR: Logistics Readiness Function)

2.11.2. Required attendees are wing commanders, group commanders, squadron commanders and tenant unit commanders and the host plans and integration function representatives.

2.12. ESSP Roles and Responsibilities. Individuals involved in the site survey process must understand the relationships between the various organizations involved in the process and what unique function each provides to its successful outcome.

2.12.1. HQ USAF/A4L:

2.12.1.1. Develop policy, guidance, procedures, and tactical doctrine on site survey process.

2.12.1.2. Ensure operational and functional requirements are properly identified and documented in applicable Air Force instructions.

2.12.1.3. Advocate for site survey funds and appropriate priority in the Air Force budget.

2.12.1.4. POC for integrated site survey/system and tool development.

2.12.1.5. Establish formal training and follow-on education requirements.

2.12.2. Air Mobility Command:

2.12.2.1. Maintain/conduct site survey course at the USAF Expeditionary Center (EC).

2.12.2.2. Ensure Contingency Response Groups (CRG) and Air Mobility Operations Groups (AMOG) are staffed/augmented to conduct site surveys.

2.12.2.3. Coordinate with Air Force component commands to perform site surveys IAW mission requirements.

2.12.3. MAJCOM GeoReach and GeoBase Program Offices: Provide existing geospatial data and imagery of requested locations to Geospatial Information Offices (GIOs) at MAJCOMs for inclusion in Common Installation Picture (CIP) package for potential operating locations.

2.12.4. MAJCOM (When Not Air Force Component Command):

2.12.4.1. Establish Program Office responsible for site planning process.

2.12.4.2. Provide resources to component commands for site surveys.

2.12.4.3. Consolidate command training requirements and submit to the USAF Expeditionary Center.

2.12.4.4. Ensure units are staffed or augmented to conduct site surveys.

2.12.4.5. Coordinate security/threat and local condition briefings for site survey areas.

2.12.4.6. Negotiate airfield access and logistics services agreements.

2.12.5. Air Force Component Command:

2.12.5.1. Establish responsible program offices; Designate Air Force POCs, in writing, for site surveys within AOR--recommend potential operating locations to Combatant Commander's staff.

2.12.5.2. Liaison to Combatant Commander's staff--develop site selection criteria and SSPL.

2.12.5.3. Provide resources to component command for site surveys.

2.12.5.4. Identify formal training requirements to responsible MAJCOM (example: NAF identifies requirements to ACC, ACC consolidates requirements for NAFs and submits to USAF EC).

2.12.5.5. Ensure units are staffed/augmented to conduct site surveys.

2.12.5.6. Negotiate country clearance/site access with Combatant Commander's staff.

2.12.5.7. Coordinate security/threat and local conditions briefings for areas in/around Forward Operating Location (FOL) to site survey teams.

2.12.5.8. Direct site surveys within the AOR.

2.12.5.9. Track status of site surveys from start to completion and ensure BaS&E is updated even if another checklist other than BaS&E is also used.

2.12.5.10. Submit Airfield Suitability Survey to appropriate MAJCOM/A3 or equivalent for assessment.

2.12.5.11. Produce and maintain the CIP.

2.12.5.12. Negotiate airfield access and logistics services Agreements.

2.12.5.13. Provide guidance in Deployment Orders (DEPORDs), Execution Orders (EXORDs), and after action reports.

2.12.6. NAFs/CRGs/AMOGs/RED HORSE/HQ AFCESA, Air Force Pavements Evaluation (APE):

2.12.6.1. Perform site surveys as directed by component command.

2.12.6.2. Perform initial site survey to include:

2.12.6.2.1. Airfield Suitability Survey.

2.12.6.2.2. Threat Assessment.

2.12.6.2.3. Pavement Evaluation.

2.12.6.2.4. Bed-down Assessment.

2.12.6.2.5. Open, receive, and bed-down forces.

2.12.6.3. NLT 90 days upon completion of deployment, provide completed after action report to program office, through proper coordination channels, and update in BaS&E.

2.12.7. Air Expeditionary Wings (AEW) and Groups (AEG):

2.12.7.1. Conduct and complete BSPs or ESPs for these locations.

2.12.7.2. Deploy and execute assigned missions.

2.12.7.3. Updates the capability and sustainability of the site in BaS&E.

2.13. Site Survey Team Training. Education and training are critical to the success of this AFI. Personnel will be trained on the Expeditionary Site Survey Process (ESSP). Those who collect the data, as well as those who will use the data to plan operations or make decisions, must understand the overall ESSP and how to exploit its capabilities to the advantage of the Air Force.

2.13.1. Personnel assigned to the site survey teams should be functional experts. While each has the ability to view a site from that individual perspective, the team must be able to see the site from the operational perspective – the overall organization, since they may or may not know how the site will be used. Beyond AFSC or position-specific training, the Air Force must provide training courses for the site survey team (i.e., ESSP Course). The focus of the team course will be team synergy – what each member brings to the team as an individual, and together, what the team can accomplish through careful planning and interaction.

2.13.2. All site survey team members, whether assigned to the initial site survey team or follow-on team must be trained prior to conducting a site survey. Training may consist of attending the ESSP course, an online equivalent or if neither are available, local familiarization training appropriate to the functional to prepare BSP/ESP and update BaS&E.

Air Force leadership and individuals assigned in the planning community must be knowledgeable in ESSP, what the site surveys provide, and how to leverage opportunities to assist in expanding the data collection effort while maintaining a high level of accuracy. Ultimately, when fully operational, the ESSP will provide access to an integrated process that is capable of addressing those initial operational questions critical to planning air operations.

Chapter 3

PLAN DEVELOPMENT

3.1. General. BSP/ESP development is an ongoing process. The total base resources are identified in Part I of the plan. Part II development generally follows the Joint Chiefs of Staff (JCS) planning cycle and publication of supporting plans. The baseline planning data for BSP/ESP development is (1) COMBATANT COMMANDER and supporting OPLANS and CONPLANS, (2) TPFDDs including all-service data, (3) WAAR, (4) WRM authorization documents, and (5) contingency in place requirements.

3.2. Plan Timing. The BSP or ESP is not intended to be updated as minor changes occur throughout the year. However if there are major changes to a base's capabilities those changes need to be reflected in the appropriate chapter of the BSP or ESP in BaS&E. Only the chapter with the major changes needs to be updated, staffed and approved. As a minimum, units are required to review/update/re-write BSP/ESPs Parts 1 and 2 annually (not later than one year from than these were last published), in conjunction with TPFDD updates (Part II only), when there has been significant change in the unit's support posture. The MAJCOM/A4 may direct inspections on a more frequent interval. MAJCOMs will baseline the planning cycle by message traffic to their units to compensate for the problem of different cycles for source documents. MAJCOMs will interface with supported joint commands to interpret other Services' planned use of AF bases as reflected in the TPFDD, or where USAF is designated host/executive agent for a location.

3.3. Base Support Planning Committee (BSPC). The BSPC is a deliberate planning body chaired by the wing commander (or equivalent). Its primary function is to actively integrate the efforts of all base-level organizations involved in preparing a BSP/ESP. The BSPC is the key to successful expeditionary site planning and must function with senior leadership involvement. The BSPC will meet annually or more often if necessary to maintain a current BSP/ESP (Part I or Part II). Locations not tasked to support OPLANs as a throughput or bed-down/reception site are not required to perform a Part II BSPC meeting. MAJCOMs may dictate or modify requirements to perform BSPC meetings for Part I updates as necessary).

3.3.1. Primary members of the BSPC are all wing staff agency chiefs, group commanders, unit commanders, tenant unit commanders, FDMs and subject matter experts. On installations where a Civilian Personnel Office (CPO) is located, the CPO will be on the BSPC. This individual will ensure civilians are accounted for in the BSP/ESP when appropriate, satisfy the need for linkage between BSPs and Emergency- Essential, Contingency Essential, and Key personnel designations, and provide overall expertise in civilian personnel matters.

3.3.2. When directed to develop or update a Part II, and upon receipt of initial or updated planning data, the BSPC will convene to disseminate information and establish timelines and requirements to complete the Part II. The BSPC will review contingency in-place requirements and other base-level plans that describe contingency or wartime requirements and other base support and expeditionary site planning efforts (e.g., installation deployment plan). Review wartime and other contingency requirements to identify all aircraft, personnel, and equipment competing for base resources. Reviews should include (but are not limited to)

air base operability actions, reception task force responsibilities, command and control structures, facility and utility usage, security requirements, noncombatant evacuation planning (including Safe Haven operations), and tenant Base Support Planning involvement. The BSPC should consider recommended changes and inputs received from transiting and/or employing units for possible incorporation into the BSP to include tenant unit requirements. The de-confliction of requirements for competing resources will be determined at the appropriate level. Validate and prioritize installation LIMFACs that affect force deployment, reception, employment, and overall mission accomplishment.

3.3.3. Base Support Planning Working Group (BSPWG). The Installation BaS&E Base Support and Expeditionary Site Planning OPR (Host Plans and Integration Function) chairs Base Support Working Group meetings to discuss the overall status of the BSP Part I, conduct BSP FDM training, discuss current issues regarding the operation of the BaS&E application. The intent of BSPWG meetings is for the Installation BaS&E Base Support and Expeditionary Site Planning OPR to discuss/review with their FDMs any/all BSP or BaS&E related issues. The Installation BaS&E Base Support and Expeditionary Site Planning OPR will publish BSPWG meeting minutes with a list of attendees, discussions, and action items.

3.4. Planning or Refinement Conference/Site Survey. Ideally BSP/ESPs (Part II) are produced at the point of intended use by the units expected to use them. A combined planning or refinement conference/site survey held at the employment location with the lead wing and NAF participating is optimum for locations without permanently assigned major air force units. This concept also works well at locations where there is a host Air Force unit, and they expect significant incoming forces. A planning conference at the host unit location can bring together like-functional representatives from the host and the major incoming units to facilitate resource allocation.

3.5. Plan Titles. ESPs and BSPs have standardized titles. The title includes the base/site name and location, and “BSP 10-404-XX” with XX representing the year the BSP or ESP is published. Examples: KUNSAN AB, ROK BSP 10-404-11, AL UDEID AB, QATAR BSP 10-404-00 ESP 10-404-01

3.6. Security Classification. BSP/ESP Part I is normally unclassified and marked "For Official Use Only (FOUO)." BSP/ESP Part II is normally classified based on the OPLANS/CONPLANS they support – classify Part II according to derivative classification guidance. The BSP and ESP may have separate unclassified and classified sections, as well as restricted distribution of some sections, to allow the widest appropriate distribution. At a minimum, mark the plan "For Official Use Only." If there is a request by a foreign government for BSP/ESP information contact your local/base Foreign Disclosure office for assistance.

3.7. Plan Approval. The wing/installation commander or equivalent is the approval authority for the BSP and ESP and must sign the plan, any subsequent changes or updates, and the LIMFAC report. The responsible MAJCOM in coordination with the appropriate NAF will determine approval authority in cases where the wing/installation commander cannot be the approval authority; i.e., lead wing commander or air force component commander can approve a BSP or ESP for a site. The commander’s approval of an electronic generated BSP/ESP from BaS&E will be documented in the miscellaneous folder, within the General Site Information Section.

3.8. Plan Distribution. Once BSPs and ESPs are approved, the publishing function (usually wing or NAF logistics plans function) will generate a message to the MAJCOM/A4 and NAF logistics plans function (if applicable), and each major deploying unit notifying them of plan availability based on referenced TPFDD. When appropriate, ensure the U.S. host nation representative has the opportunity to view applicable BSP/ESP data. Be sure to coordinate this release with the appropriate Foreign Disclosure Office (FDO) prior to release.

3.8.1. Upon receipt of draft, new or updated BSP/ESPs, deploying units should accomplish a plan review and provide recommended changes and comments back to the BSP/ESP OPR.

3.8.2. Direct correspondence between deploying and reception units is to include courtesy copies of message traffic to the respective MAJCOM/A4 and NAF logistics plans agencies as applicable.

Chapter 4

PLAN CONTENT GUIDANCE

4.1. Format. BSP/ESPs currently use a two-part format. Part I outlines base/installation capabilities and total resources. As a minimum, MAJCOM/A4s will ensure all units capture BaS&E data elements in Part I. MAJCOMs are responsible for ensuring the complete BSP/ESP is accessible via the AF Portal and is available to AF and sister service Functional experts. Part II depicts contingency requirements and allocates resources identified in Part I, assesses the ability to support the operation, and identifies LIMFACs. Units must follow the content outlined in this instruction's attachments and BaS&E. Deviations are authorized where the information in the attachment does not apply. The process should result in a plan with the complete range of information necessary to identify wartime requirements and procedures, and the resources necessary to fulfill the requirements. In general, content should be detailed enough for a newly assigned individual to understand what must be done and how to do it.

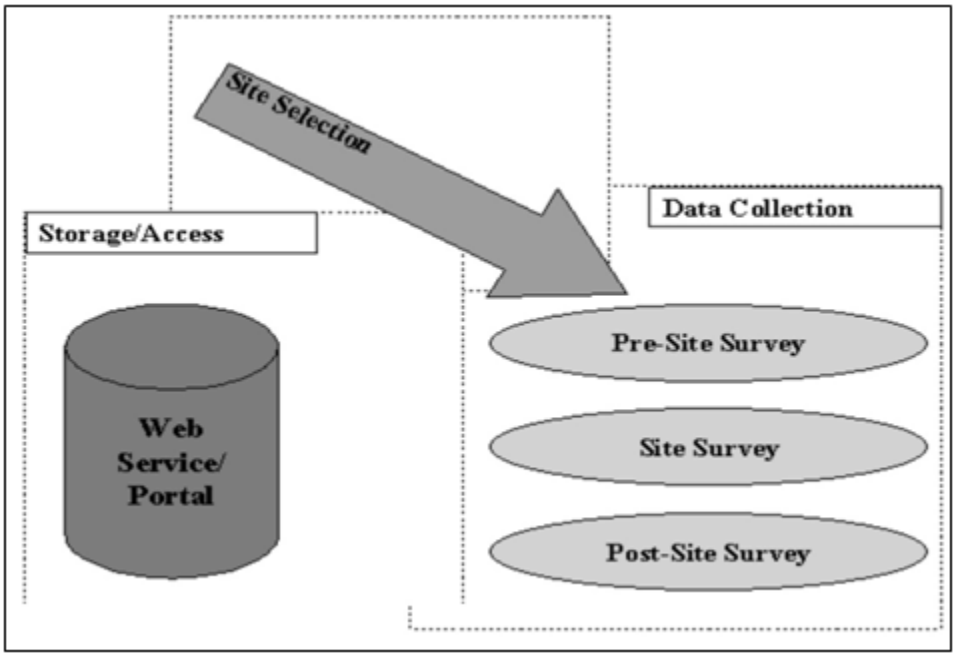
4.2. Specific Content Guidance. Data entry fields within the BaS&E Planning Tool chapters differ in some cases from the HQ USAF functional community data collection instructions. Functional Data Managers (FDM) will develop and maintain BSP/ESP (Parts I and II), using data collection instructions provided by respective HQ USAF functional communities, when identifying installation level resources, capabilities, processes, and procedures. When necessary, the "miscellaneous notes" area in all BaS&E chapters will be used to include any information not covered by a data entry field. Units are encouraged to develop operating instructions, checklists, and other supporting documentation to aid in plan development and execution and to address unique situations. When a Part II is required, the supporting OPLAN/CONPLAN will be identified in the general site information chapter. Tenant unit equipment and resources will be incorporated in the appropriate section of the BSP/ESP (Parts I and II).

4.2.1. All resources and/or capabilities residing on an Air Force installation, regardless of service (Army, Navy, Marine Corp, Coast Guard) or component (Active duty, Guard, or Reserve) will be documented in the BSP Part I. In-turn, all contracted and/or out-sourced (i.e., A-76) agency resources and capabilities residing on an Air Force installation will be documented in the BSP Part I.

4.2.2. At joint reserve base locations, the lead Air Force plans function will be responsible for completing the BSP Part I and II (if required) without regard to who is actually the lead service at that installation.

4.3. The ESSP Expeditionary Site Survey Process. The ESSP Expeditionary Site Survey Process is a subset of the ESP process. It is composed of three primary interactive sub-processes. As shown in Figure 4.1., these are site selection, data collection, and storage and access. Although inter-related, each sub process has its own distinct purpose.

Figure 4.1. Overview – ESSP Process

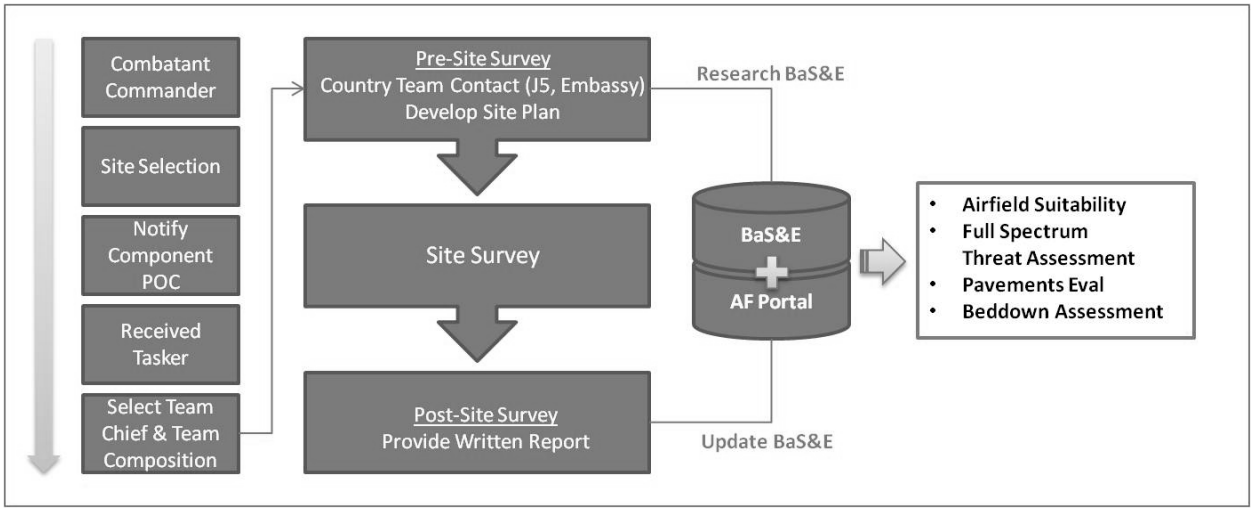


4.3.1. Sub-Process 1: Site Selection. Site selection consists of two, interrelated processes based on when a site is identified as a potential operating location. Air Force component command staffs will work with Combatant Commanders and Air Mobility Command planners to assess operating locations in support of the Combatant Commander planning directives such as the theater engagement plan. A site may be one of several identified and prioritized on a list by the component command, IAW its site selection criteria, in the pre-conflict period. It can also be identified as part of the course of action (COA) development phase during crisis action planning. It is incumbent upon the component command to actively seek opportunities to conduct site surveys in a deliberate planning mode. This process of early engagement will facilitate the planning and execution process as well as facilitate relationships with country teams in those locations not routinely visited by AF personnel.

4.3.2. Sub-process 2: Data collection. The data collection sub-process is the heart of the site survey process. It is composed of three distinct components - pre-site survey, site survey, and post-site survey as illustrated in Figure 4.2. The pre-site survey consists of actions taken by the team before departing home station for the site. Functional experts perform pre-site survey tasks such as researching the selected site via the NIPRNET or SIPRNET. Additionally, they will obtain prior surveys, and ESPs expeditionary site plans if available, obtain common installation picture and other maps and imagery of the location, and contact the Air Force component command and Combatant Command country teams for information and assistance as necessary. The site survey, which consists of actions accomplished while the team is deployed to the location. When notified, the site team deploys to a location to conduct the site survey. During the site survey the team obtains site-specific physical characteristics and site capability data. Additionally, the teams may be required to make basic assessments regarding the site's suitability for flight operations in support of any Air Force mission. The checklists (in BaS&E) will guide the site survey teams and planners to perform an operational assessment of a site. Information collected during the site visit must

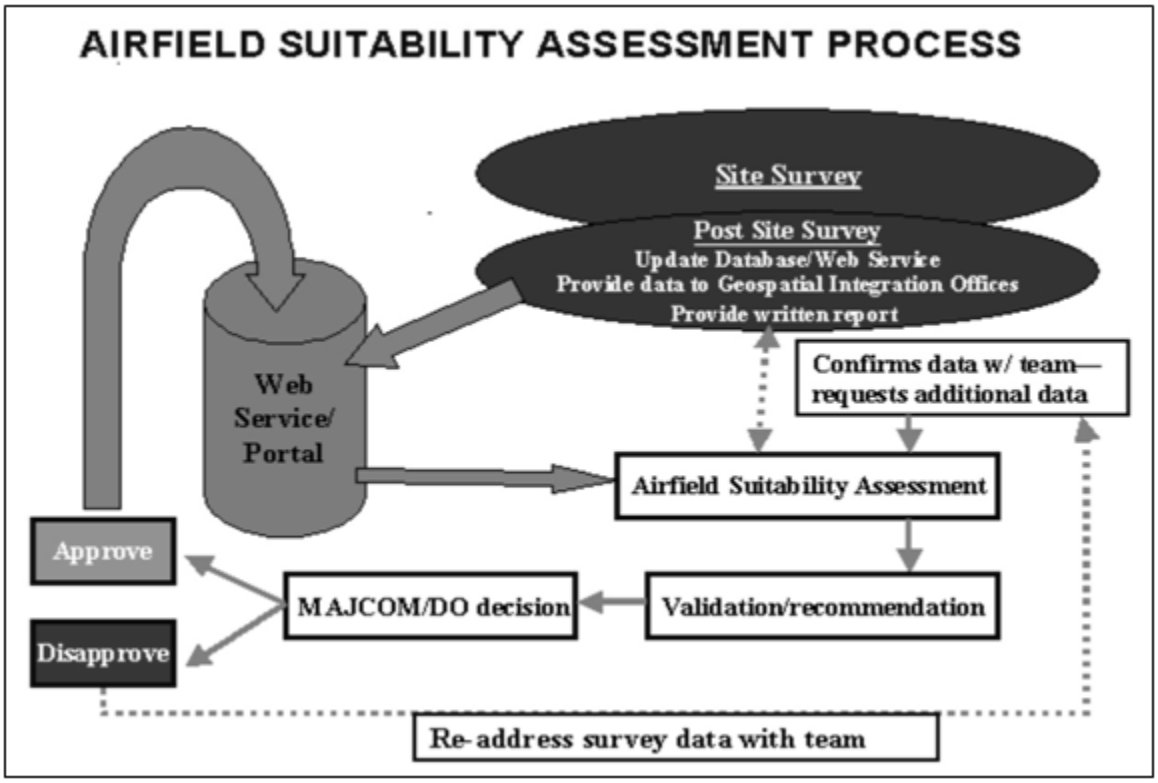
be stored in BaS&E and subsequently analyzed to generate four primary products for use by planners during the post-site survey phase--airfield suitability assessment, CBRNE threat and vulnerability assessment, pavement evaluation, and an initial bed-down assessment. The post-site survey phase consists of actions taken by the team after departing the survey location. During this phase actions would include updating an integrated framework and further development of integrated CIP using Expeditionary Site Mapping (ESM) capabilities. Teams may be required to generate written reports as necessary to meet theater requirements. In-depth feasibility assessments may be accomplished during the post-site survey timeframe to ascertain the most effective mission type for the site. Analysis and information generated by an assigned mission by functional experts determine the long-term capability of a site's supportability. This analysis identifies what additional items and personnel are required to execute and sustain a mission, i.e. the generation of in-to-plane contracts for fuel support or the development of an acquisition cross-servicing agreement with the host-nation.

Figure 4.2. Data Collection Sub-Process



Determining that an airfield is capable of supporting flight operations is paramount to successful accomplishment of a site survey. Appropriate MAJCOM/A3 staff will perform an assessment on the Site Survey Team's Airfield Suitability Survey data and approve or disapprove the site for their MAJCOM specific air operations. The assessment procedure (Figure 4.3.) is typical across the MAJCOMs and addresses all Air Force aircraft and the full spectrum of operational missions. Decisions for potential use will be made available to the combatant commander with notes on which specific aircraft can operate from the FOL, limitations, and other appropriate comments. Additionally, decisions not to use the site for future operations based on the airfield suitability assessment will be identified.

Figure 4.3. Airfield Suitability Assessment



4.3.3. Sub-Process 3: Data Storage and Access: Storage of data and access to the data, by authorized personnel is paramount to advancing the site survey process. Data collected by the site survey teams must be managed in a fashion that allows data sharing opportunities, provides methods for easy yet secure access, and rapid analysis. The methodology for building data communications or information technology (IT) systems is well defined by the DOD and the Air Force. The DOD and the Air Force have established direction in the form of policies, guidance, and standards for the acquisition and implementation of IT systems. All IT systems are designed on a specific architecture that includes an Integrated Framework. The Integrated Framework is comprised of layers: Tech Services, Integration Services, and Infrastructure. The Tech Services layer is the only layer of the integrated framework that most customers of site survey data will reference. The components of the Tech Services layer provide the storage of, and access to data. The Web Services component will provide web pages with integrated applications allowing users to search (query) databases for site information and then deliver the results of the search in predefined reports or user-defined (ad-hoc) reports. Links to archives and archive search engines will also provide users with information not typically stored in databases (e.g., after-action and lessons-learned reports). The goal of the Web Services component is to become the one-stop shopping point, or Web broker, of site survey data. Other components of the Tech Services layer address, security, load balancing of customers accessing Web Services, and databases. The ESSP Program Manager (AF/A4LX) must continuously search for opportunities to enhance data management by seeking out and collaborating with Program Managers of systems that store site information. Data sharing between databases must be examined and established to minimize duplication of data stores and collection efforts.

Chapter 5

CONTINGENCY/ESSP SITE SURVEY

5.1. General. AFI 10-503, *Strategic Basing*, implements AFPD 10-5, *Basing*, and provides guidance for conducting site surveys for permanent bed-down of a unit or mission on real property. It is not applicable to site surveys for determining locations to support survival recovery and reconstitution plans, exercises, and contingencies. This AFI sets guidance for conducting site surveys that are collectively termed contingency site surveys. In the context of expeditionary site planning, a site survey is defined as the physical investigation of a location to gather data in support of a planned or possible contingency operation. Site surveys are conducted for any or all of the following purposes: (1) To determine the feasibility of a location for planned operations; (2) To validate information about equipment, terrain, host nation resources, and infrastructure such as serviceability, availability, compatibility, etc. (3) To gather critical information for future operations and facilitate planning for the eventual use of a location.

5.2. Concept. Site surveys are an integral part of the expeditionary site planning process. Information gathered during a survey on a site's resources and capabilities are captured in the ESP Part I, and an analysis of the information facilitates resource allocation in Part II of the plan.

5.2.1. Site surveys are accomplished during deliberate and crisis action planning. In both circumstances enough information must be collected to avoid the need for repeat visits. BaS&E has three modes or chapter checklists for gathering data. A full site survey, or BSP consists of all site survey information arranged into separate functional chapters residing in the Expeditionary Site Plan (ESP) and Quick Reaction Survey (QRS). The QRS opens only those chapters that must be completed when time is critical. Surveys viewed or authorized for checkout in QRS mode will contain all bed-down capability assessment data elements. Additionally, only those data elements that are mission critical will be active and allow personnel to enter data. . Elements that are not time critical will be disabled or "grayed out." An ESP consists of site survey information and support documents. Site survey data collected and stored in BaS&E as an ESP Part I, enables planners' worldwide access to the data for bed-down planning, assessment, and familiarization. The QRS and ESP checklists are available in BaS&E.

5.2.2. In addition to known operating locations identified in contingency plans, site surveys should be conducted at other possible bed-down sites to better prepare air expeditionary forces for operations in unfamiliar and austere locations. MAJCOM/A4s and NAFs in a component role should identify locations within their AOR as the most likely candidates for conducting contingency operations to include humanitarian relief operations. Locations will be determined from theater engagement plans, Combatant Commander's staff inputs, intelligence information, etc. and prioritized for accomplishing actual site surveys. The process of identifying possible bed-down sites and surveying them is an ongoing effort. The list of locations must be continuously reviewed and new locations surveyed as changing world conditions drive new requirements.

5.3. Authorization. The MAJCOM/A4 plans and integration function or designated organization provides oversight for all site surveys in their AOR. Permission to conduct site surveys must be granted by this central MAJCOM authority prior to the actual visit. This process

minimizes duplication of effort (multiple visits to the same location), facilitates proper storage of critical information (ESP update in BaS&E), and ensures surveys are accomplished in priority order. Units conducting site surveys outside of their AOR should request permission through their own MAJCOM/A4 plans and integration function or designated organization.

5.4. Site Survey Team. The mission dictates site survey team member selection. Efforts should be made to include functional area subject matter experts (SME) of sufficient experience and rank from the lead wing or major deploying units. Site survey team members using BaS&E must be trained on the application (see 2.13.2). Figure 5.1. provides a suggested site survey team composition; however, the mission and purpose of the site survey will determine the team size, composition, rank structure, and specific experience required in each functional area. When multiple MAJCOMs have operational responsibility at the same location they each may be granted permission to field a site survey team (i.e. the same location has both AMC throughput mission and ACC aircraft bed-down missions), but team size should be limited to the maximum extent possible and cross utilization of personnel is encouraged.

Figure 5.1. Suggested Survey Team Composition

FUNCTIONAL COMMUNITY	COMMENTS
Logistics Plans	Team Chief (from Component Command)
Logistics Plans	
Operations Plans	
Airlift Operations	Airfield Manager, Air Traffic Control, AOF/CC as required. From AMC, funded by Supported MAJCOM.
Airlift Logistics	From AMC, funded by Supported MAJCOM
Civil Engineer	
Logistics Readiness	
Aircraft Maintenance	
Munitions Maintenance	
Safety	Weapons Safety- required for explosives site plans
Communications	
Contracting	Contingency contracting experience
Supply	
Security	
Personnel	
POL	
Medical Services	Medical readiness experience
Services	
Office of Special Investigations	
Intelligence	

5.5. ESSP Integrated Site Survey Team Composition. The ESSP is composed of two types of teams – a dedicated initial site survey team and the follow-on team. The differences reflect their respective focus and products. Future site survey teams will have defined roles, an established team composition, and a defined product, thus eliminating any confusion as to what is expected of the teams. The initial site survey team is responsible for production of basic essential data

related to the site including threat assessment, airfield suitability survey, pavements evaluation, and bed down assessment. The follow-on team however, will be mission specific and will focus on the data that are pertinent to the success of the given operation. These teams will be groups of highly trained individuals who have a working knowledge of the process and the deliverables. Tools will be used that will expedite their efforts, and prioritized actions will ensure time onsite is optimized. Site survey teams will provide planners and leaders with decision-quality information.

5.5.1. Initial Site Survey Team (ISST). The cadre of personnel must be trained and capable of producing products. Although the ISST is limited to specific functional areas, it by no way implies that other functional areas do not facilitate the site survey process. Team limitations are a result of scope, time, and country restrictions. If the scope of site survey exceeds the capability of the ISST, MAJCOMs and component commands should make accommodations to the team composition but not to the detriment of producing the aforementioned ISST products.

5.5.2. The Follow-on Team. The follow-on team should conduct detailed analysis of the information available on the site/country and determine what additional information is required to successfully execute the anticipated assigned mission. This team may consist of functional experts from the Open the Base Force Module and typically either the component command, Contingency Response Group (CRG), and air expeditionary group/wing and associate units, or a combination of all of the above. The focus of this team is methodical data collection as it pertains to a specific mission and that site. To do this, the team will determine the access and availability of host nation resources, capability of the site and host nation ability to sustain operations, identify shortfalls/LIMFACS and potential workarounds for each, and develop a site bed-down plan. The follow-on team is required to produce the final ESP.

5.5.3. Role of Team Chief (Responsibilities and Duties). The Team Chief is the senior Air Force Operations Planner/Logistics Planner on any site survey team and is responsible for the success of the survey and will verify any data collected by his/her team. This person must be capable of interacting with high-ranking officials of other services and nations. The team chief must have the capability and authority to make high-level decisions. This individual should understand Air Force operational capabilities as well as logistical implications of bedding down various Air Force forces. The team chief should have an extensive working knowledge of the various key functional areas and their minimum needs to bed-down forces. The team chief is responsible for several key functions within the site survey process. Duties of the team chief include, but are not limited to those identified in Figure 5.2.

Figure 5.2. Team Chief Duties

Select site survey team members
Ensure members understand the objective of the survey
Coordinate trip with MAJCOM, component command, and Combatant Command staffs
Ensure team member readiness (medical clearance, passports, weapons etc.)
Chair pre-site survey planning meetings
Conduct pre-departure data collection (existing site survey data, GeoReach, and other Expeditionary Site Mapping (ESM) approved sources and other external sources)
Assign team members to cover other functional areas as required
Ensure members are provided a local threat briefing upon arrival
Arrange and co-chair meeting with host nation personnel
Assist members as necessary during the survey
Hold hot-wash meeting throughout the survey deployment
Ensure database is updated and message sent to all MAJCOMs and other U.S. agencies announcing the completion of the survey and its location
Complete after-action report
Ensure data captured is entered into BAS&E upon return to home station or within 40 days of site survey completion if at a deployed location

5.5.4. Qualifications of Team Members. Team members will be worldwide qualified to perform the duties for which they are assigned. In all cases, when assigned to or identified as site survey team members, personnel will be trained on policies, processes, procedures, and the use of specific site survey tools used for data collection, storage, and access. All site survey team members tasked to conduct site surveys will comply with the following general requirements (as directed by MAJCOM/A4):

5.5.4.1. Team members must possess a valid U.S. Passport and Visa. Consult the Foreign Clearance Guide (FCG).

5.5.4.2. Completed ESSP Course team member training. This requirement can be accomplished through familiarization training if ESSP course attendance or equivalent is not possible.

5.5.4.3. Must be current on all Individual Medical Readiness.

5.5.4.4. Must have active security clearance.

5.5.4.5. Deployment training and applicable AOR Reporting Instructions.

5.5.5. Initial Site Survey Team-Unique Requirements

5.5.5.1. Airfield Suitability Survey – Each team will have at least one certified airfield manager who is current on airfield suitability surveys.

5.5.5.2. CBRNE Threat and Vulnerability Assessments - Preventative Medicine, Civil Engineering Emergency Management and Security Forces, the Office of Special Investigations (OSI). Security Forces and OSI personnel will have completed the Air Base Defense Command Course.

5.5.5.3. Pavements Evaluation/Global Positional Satellite (GPS) Surveying/Bed-down Assessment. Civil Engineer personnel will meet minimum requirements as specified by AFCESA.

5.5.5.4. Anti-terrorism/Force Protection level 2.

5.5.5.5. Airfield operations qualifications.

5.5.5.6. The weapons safety team member functional must meet SEI 375 qualification requirements.

NOTE – Where position or AFSC-specific requirements exist, the team chief will make no substitution.

LOREN M. RENO,
Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations And Acronyms

AAFES—Army and Air Force Exchange Service

ACC—Air Combat Command; Air Component Commander; Area Coordination Center

ACL—Allowable Cabin Load

ACS—Agile Combat Support

ADCON—Administrative Control

AFDW—Air Force District of Washington

AEF—Aerospace Expeditionary Force

AFCESA—Air Force Civil Engineer Support Agency

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSOC—Air Force Special Operations Command

AFSPC—Air Force Space Command

AMC—Air Mobility Command

AMOG—Air Mobility Operations Group

AMT—Aerial Mail Terminal

AOR—Area of Responsibility

APO—Air Force Post Office

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ASF—Aero medical Staging Facility

BaS&E—Base Support and Expeditionary Site Planning Tool

BB—Bare Base

BBS—Bare Base Systems

BEEF—Base Engineer Emergency Force

BOS—Base Operating Support

BPA—Blanket Purchase Agreement

BSP—Base Support Plan

BSPC—Planning Committee

CAS—Combat Ammunition System

CAP—Crisis Action Planning

CAPP—Contingency Aircraft Parking Planner

CBRNE—Chemical, Biological, Nuclear, High-Yield Explosive

CCD—Camouflage, Concealment, and Deception

CCDR—Combatant Commander

CE—Civil Engineer(s)

CENTCOM—United States Central Command

CIP—Common Installation Picture

CJCS—Chairman, Joint Chiefs of Staff

COA—Course of Action

COB—Collocated Operating Base

CP—Command Post

CONOPS—Concept of Operations

CONPLAN—Contingency Plan

CONUS—Continental United States

CRAF—Civil Reserve Air Fleet

CRE—Contingency Response Element

CRG—Contingency Response Group

DCAPES—Deliberate/Crisis Action Planning and Execution Segments

DCC—Damage Control Center

DOD—Department of Defense

DRU—Direct Reporting Unit

EAD—Earliest Arrival Date

ECD—Estimated Completion Date

EDM—Emergency Destruction of Munitions

E-E—Emergency Essential

EFT—Electronic Funds Transfer

EOC—Emergency Operations Center

EOD—Explosive Ordnance Disposal

EPW—Enemy Prisoner of War

ESM—Expeditionary Site Mapping

ESP—Expeditionary Site Plan

ESSP—Expeditionary Site Survey Process

EUCOM—United States European Command

EXORD—Execute Order

FAS—Field Assistance Service

FCG—Foreign Clearance Guide

FDM—Functional Data Manager

FOD—Foreign Object Damage

FOL—Forward Operating Location

FORCE—Fuels Operational Readiness Capability Equipment

FOUO—For Official Use Only

GCCS—Global Command and Control System

GCSS—Global Combat Support System

GACP—Global Ammunition Control Point

GSU—Geographically Separated Unit

HQ—Headquarters

HQ—AFRC HQ Air Force Reserve Command

HQ—USAF Headquarters United States Air Force

IAW—In Accordance With

IPR—Installation Personnel Readiness Element

ISST—Initial Site Survey Team

JCS—Joint Chiefs of Staff

LAD—Latest Arrival Date

LANTIRN—Low Altitude Navigation and Targeting Infrared for Night

LCN—Load Classification Number

LDA—Limited Depository Account

LIMFAC—Limiting Factor

LMR—Land Mobile Radio

LOA—Letter of Offer and Acceptance

LOAC—Law of Armed Conflict

LRU—Line Replaceable Unit

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MCA—Mail Control Activity

MDS—Mission Design Series

MEP—Munitions Employment Plan

MHE—Materials Handling Equipment

MHF—Military Healthcare Facility

MIS—Maintenance Information System

MOA—Memorandum of Agreement

MOB—Main Operating Base

MOC—Maintenance Operations Center

MOG—Maximum on Ground

MRE—Meals-Ready-To-Eat

MRSP—Mobile Readiness Spares Package

MSA—Munitions Storage Area

MTF—Medical Treatment Facility

MVR—Master Vehicle Report

NAF—Numbered Air Force

NDI—Non-Destructive Inspection

NEO—Noncombatant Evacuation Operations

NGA—National Geospatial-Intelligence Agency

NGB—National Guard Bureau

NIPRNET—Non-Secure Internet Protocol Router Network

NOFORN—No Foreign

NORTHCOM—United States Northern Command

OPCON—Operational Control

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

OPSEC—Operational Security

OSI—Office of Special Investigations

PACAF—Pacific Air Forces

PACOM—United States Pacific Command

PAX—Passengers

PERSCO—Personnel Support for Contingency Operations

PMEL—Precision Measurement Equipment Lab

PMO—Program Management Office

POC—Point of Contact

POD—Port of Debarkation

POL—Petroleum, Oil, and Lubricants

POM—Program Objective Memorandum

POS—Peacetime Operating Stock

PSC—Postal Service Center

QRS—Quick Reaction Survey

RCC—Reception Control Center

RDD—Required Delivery Date

ROE—Rules of Engagement

RPU—Reception Processing Unit

RRR—Rapid Runway Repair

SACB—Self Aid Buddy Care

SAV—Staff Assistance Visit

SIPRNET—Secret Internet Protocol Router Network (SIPRNET)

SME—Subject Matter Expert

SOUTHCOM—United States Southern Command

SSPL—Site Survey Prioritized Listing

TLF—Temporary Lodging Facility

TMDE—Test Measurement Diagnostic Equipment

TPFDD—Time Phased Force Deployment Data

TRANSCOM—United States Transportation Command

TTP—Tactics, Techniques, and Procedures

UAQ—Unaccompanied Airman's Quarters

UCP—Unified Command Plan

UNCOQ—Unaccompanied Non-commissioned Officers Quarters

UOQ—Unaccompanied Officers Quarters

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFE—United States Air Forces Europe

USFK—United States Forces Korea

UTA—Unit Type Code Availability List

UTC—Unit Type Code

VAQ—Visiting Airman's Quarters

VCO—Vehicle Control Office

VOQ—Visiting Officers Quarters

VTC—Video Teleconferencing

WAA—Wartime Aircraft Activity

WCDO—War Consumable Distribution Objective

WMP—USAF War and Mobilization Plan

WRM—War Readiness Material

WRSA—War Reserve Supplies for Allies

Terms

Aerial Port—An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port for entrance into or departure from the country where located.

Agile Combat Support (ACS)— Agile Combat Support (ACS) is the ability to field, protect, and sustain air, space, and cyber forces across the full range of military operations to achieve Joint effects.

Air Terminal—A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and in-transit processing of traffic. The airfield may or may not be designated an aerial port.

Area of Responsibility (AOR) Manager—The AOR Manager is the MAJCOM BSP Manager. They manage the Site Manager permissions/access for the sites within their respective AOR. This roll is applicable on both NIPRNet and SIPRNet versions of the application.

Base Support and Expeditionary (BaS&E) Site Planning Tool—A NIPRNET/SIPRNET-based suite of standard systems tools that enables automated, employment-driven, agile combat support planning. BaS&E supports the and expeditionary site planning process by accurately and rapidly identifying resources and combat support requirements at potential employment locations, providing bed-down capability analysis and LIMFAC identification, and facilitating force tailoring decisions to reduce the overall deployment footprint. BAS&E consists of three components that are mandated for use when they are available at all levels of command.

BaS&E User— A BaS&E user has read only access. They will not be able to access the Collect Module. This roll is applicable on both NIPRNet and SIPRNet versions of the application.

Base Support Plan (BSP)—Primarily developed for locations with a permanent Air Force presence, and are fully developed by the collaborative planning efforts of many functional experts with a deliberate planning time line. Replaces the former term In-Garrison Expeditionary Site Plan (BSP). All plans formerly called BSP will be re-designated BSPs. The term BSP describes all plans developed to meet deliberate planning requirements, contingency planning requirements, and any other site planning requirements. While the term BSP is superseded; the requirement for robust, structured, and standardized site planning based on AFI 10-404 remain.

Base Support Planning Committee (BSPC)—A planning body chaired by the installation commander (or equivalent) to facilitate the development of the BSP (normally comprised of senior level leadership). The BSPC serves as the focal point for plan development and reports to the commander on the status of plans. It integrates the numerous base-level requirements and functional support actions to present a coordinated overview of activity in the. This committee was formerly known as the In-Garrison Expeditionary Site Planning Committee (BSPC).

Combatant Commander—A commander of one of the unified or specified combatant commands established by the President. Also called CDR. See also combatant command; specified combatant command; unified combatant command. (Approved by JMTGM # 076-2864-94)

Expeditionary GeoBase and GeoReach—GeoReach is the process to enable analysis of potential forward sites using geospatial information to provide planners and Airmen with the capabilities for vastly improved FOL selection. Expeditionary GeoBase is enabled via GeoReach, and is a forward deployed version of Garrison GeoBase capabilities, affording provisional commanders and airmen enhanced situational awareness of the expeditionary base.

Expeditionary Site Plans (ESP)—ESPs are chiefly associated with locations without a permanent Air Force presence and may contain only the minimum data necessary to make initial bed-down decisions. ESPs may be developed in short time frames to meet contingency needs without full staffing or coordination. It is the installation level or site plan to support unified and specified command wartime operations plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities, and limitations to plan for actions and resources supporting war or contingency operations, including deployment, post-deployment, and employment activities (as appropriate).

Functional Data Manager (FDM)— The FDM manages assigned chapter data. They are site specific and coordinate with like units (tenant, GSU, etc.) on the installation. This roll is applicable on both NIPRNet and SIPRNet versions of the application

Garrison GeoBase— Provides a single point of access to standardized installation geospatial information for visualization, mapping, and analysis securely via USAF and DoD networks..

GeoBase— The common mapping framework for the USAF, ensuring the provision of and access to standard, accurate and current geospatial information for all Air Force installations, ranges and property. GeoBase enables geospatial analysis and the integration into business processes of USAF missions, installations, and facilities. GeoBase is comprised of four unique decision support environments: Garrison GeoBase, Expeditionary GeoBase, GeoReach, and Strategic GeoBase.

Limiting Factor.—A factor or condition that, either temporarily or permanently, impedes mission accomplishment. (Joint Pub 1-02) {Has a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve.}Used in this publication for clarity.

MAJCOM/A4 Plans and Integration Function—Provides command policy and guidance for implementing and expeditionary site planning concepts to meet their specific missions.

Program Management Office (PMO)— The PMO manages and sustains programs in accordance with cost, schedule, and impact. They are the BSP subject matter experts and provide Tier 2 helpdesk field assistance.

Site Survey—The physical investigation of a location to gather data in support of a planned or possible contingency operation.

Site Manager— The Site Manager is the Host Wing LRS/LGRRP who manages the site review. They manage the Functional Data Manager's permissions/access. This roll is applicable on both NIPRNet and SIPRNet versions of the application

Strategic GeoBase—Looks at broader geospatial imagery to understand the proximity of cities, geographical landmarks, and other areas of interest. This information is used in collaboration with the more specific GeoBase garrison data to gain a more complete picture of the operating location.

Supported Command—The command having primary responsibility for an operation under an OPLAN or contingency. (Definition used for this pub only)

Supporting Command—A command providing augmentation forces or other support to another (supported) command. (Definition used for this pub only)

Time—Phased Force and Deployment Data (TPFDD) —The computer-supported data base portion of an operation plan; it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan.

UTC Availability List—WMP-3, Part 2, UTC Availability, is the official Air Force data source for identifying the availability of all Air Force UTCs. It contains all postured UTC capability in the Air Force listed by UTC/Unit Identification Code (UIC)/Record Number.

Wartime Aircraft Activity Report (WAAR)—Extracts of the USAF War and Mobilization Plan, Volume 4 (WMP-4), Wartime Aircraft Activity (WAA) that lists the aircraft activities of approved war plans for a specified airfield or assault strip.

War Readiness Materiel (WRM)—Consists of enterprise managed, dynamically positioned equipment and consumables that support initial operations and initial sustainment across the full range of military operations.

Attachment 2

GENERAL SITE INFORMATION (BAS&E CH 0)

PART I

A2.1. General Site information.

A2.1.1. Provide the following general site information: site name, AOR, type of base/location, host command name, country, terrain, climate type, vegetation, and base message address/routing.

A2.1.2. Also include any general site information remarks.

A2.2. Site Population.

A2.2.1. Provide the following site population for the existing U.S. base population: military officers authorized, military officers assigned, military enlisted authorized, military enlisted assigned, civilians authorized, civilians assigned, dependents on-base, and dependents off-base.

A2.2.2. Provide the following site population for the existing foreign base population: military officers authorized, military officers assigned, military enlisted authorized, military enlisted assigned, civilians authorized, civilians assigned, dependents on-base, and dependents off-base.

A2.3. Key Personnel.

A2.3.1. Provide the following key personnel information: name, rank, functional area, position title, and organization name.

A2.3.2. Provide the following key personnel contact information: DSN phone/fax, commercial phone/fax, email address, and mailing address.

A2.4. Tenant Units.

A2.4.1. Provide information for each tenant unit: organization name, DSN phone/fax, commercial phone/fax, secure phone, email address, host command name, and mailing address.

A2.4.2. Also include the commanding officer information to include name, rank, and title.

A2.5. Local Airports and Military Installations.

A2.5.1. Provide information for nearby private and commercial civilian airports and heliports and military installations within a 50-mile radius: installation name, operator, user, latitude, longitude, DSN phone, commercial phone, a list of the aircraft supported.

A2.5.2. Also include the general location of the installation.

A2.6. Military Assistance Advisory Group (MAAG).

A2.6.1. Provide information for each MAAG: organization name, DSN phone/fax, commercial phone/fax, secure phone, mailing address, and host command name.

A2.6.2. Also include the commanding officer information to include name, rank, and title.

A2.7. United States Embassy.

A2.7.1. Provide information for United States Embassy: organization name, DSN phone/fax, commercial phone/fax, secure phone, email address, mailing address, and host command name.

A2.7.2. Also include the commanding officer information to include, name, rank and title.

A2.8. Miscellaneous Notes. Include the following information in the miscellaneous notes section, as well as any additional information not covered elsewhere in the chapter.

A2.9. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, Word documents, PowerPoint, Excel spread sheet etc.

PART II: IS NOT DEVELOPED FOR THIS CHAPTER

Attachment 3

COMMAND RELATIONSHIPS (BAS&E CH 1)

PART I:

A3.1. Command relationships for normal, peace time operations.

A3.1.1. Provide a diagram depicting the commander exercising OPCON and the commander exercising ADCON authority over the wing/base commander. Theater Service Component Commanders for the respective Unified Command normally have OPCON of wings/bases, while NAF Commanders normally exercise ADCON authority over wings/bases. Wing Commanders or other designated commanders may have ADCON authority over smaller bases or geographically separated units. These are generic guidelines and unique COCOM operational requirements or unique Service functions may drive different OPCON or Service ADCON authority relationships.

A3.1.2. Provide a diagram depicting the wing/base commander's OPCON authority and/or Service ADCON authority over subordinate commanders. Wing/base commanders normally have only Service ADCON authority over subordinate commanders.

A3.1.3. Identify any Support Command relationships: (General, Mutual, Direct, or Close) that have been established through the Operational Chain of Command for normal operations.

A3.2. Coordinating Authorities.

A3.2.1. Identify any commanders or individuals officially designated as Coordinating Authorities. Coordinating Authority is given by a senior commander to a subordinate commander or an individual to coordinate specific functions or activities involving two or more forces of different services or two or more forces of the same service.

A3.2.2. Include the following information: position title, organization, DSN phone/fax, commercial phone/fax, secure phone, mailing address, functions or activities coordinated. Include coordinating authority personal information, name, rank, and email address.

A3.3. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A3.3.1. Formal Agreements: Provide a list of and describe significant impacts that any Acquisition Cross-Servicing Agreements, Memorandum of Agreements (MOAs), Host Nation or other formal agreements would have on the deployment of forces to this location.

A3.3.2. Any additional information not covered elsewhere in the chapter.

A3.4. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheets, etc.

PART II:

A3.5. Describe Command relationships during plan execution.

A3.5.1. Provide a command relationship chart depicting the Operational Command and Service ADCON authority chains for forces at this location during OPLAN execution(s) to include:

A3.5.2. Senior Operational and Service Commanders.

A3.5.3. Other commanders involved in execution.

A3.5.4. Government departments or agencies supporting execution.

A3.5.5. Subordinate military commanders.

A3.6. Identify the time and or circumstances that make the relationships effective.

A3.7. Describe the relationship between the base and nonmilitary agencies.

A3.8. Describe concept of operations for Emergency Operations Center (EOC) Command Post.

A3.9. Describe all shortfalls.

A3.10. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A3.10.1. Identify any Coordinating Authorities designated for execution.

A3.10.2. Describe the impact of any other formal agreements that become effective with execution and were not covered in Part I. Identify review and approval organizations for explosives site plans, and any associated waivers of explosives safety standards, developed to support explosives operations during the first 12 months of contingency operations.

A3.10.3. Identify primary and alternate locations and facilities for Crisis Action Team (CAT), Command Post (CP), Emergency Operations Center (EOC) and Damage Control Center (DCC) operations.

A3.10.3.1. Identify manpower required to work in the CP/EOC (i.e. AFSC).

A3.10.3.2. Identify communications requirements, to include computer and network requirements.

A3.10.3.3. Identify existing and required utilities (power, HVAC, backup power, collective protection water).

A3.10.3.4. Identify vehicle requirements.

A3.10.3.5. Describe CP/EOC flow of communications, to include communications with unit control centers.

A3.10.3.6. Identify furnishing and miscellaneous requirements, maps, charts, and alert signal boards.

Attachment 4

IN-PLACE FORCES (BAS&E CH 2)

PART I:

A4.1. In-Place Forces.

A4.1.1. Develop tables or lists to identify all in-place (assigned) major units, regardless of service, (including essential contractors) which operate from the base.

A4.1.2. Include the following information for each unit: In-place forces unit/organization, branch of service, aircraft type, and quantity, DSN phone/fax, commercial phone/fax, unit mailing address. In the remarks section include number of personnel assigned to the unit.

A4.2. Miscellaneous Notes. Include the following information in the miscellaneous notes section. List any additional information appropriate for this function and not covered elsewhere.

A4.3. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheets etc.

PART II:

A4.4. Identify major units which will remain in-place and operate from the base during plan execution. Develop tables or lists to identify assigned major units, regardless of service, which will remain in-place and operate from the base during OPLAN execution. Include number of personnel, aircraft quantity and MDS.

Table A4.1. Sample In-Place Forces Table

Service	Unit	Personnel numbers	Aircraft quantity	MDS	Remarks

A4.5. Describe all shortfalls.

A4.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section. also include any additional information not covered elsewhere in the chapter.

Attachment 5

TRANSITING/EMPLOYING FORCES (BAS&E CH 3)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A5.1. Enter remarks concerning transiting/employing forces. Develop tables or lists to identify aircraft, personnel and cargo deploying in to the base through day C + 30. Develop a separate matrix to identify the same for transiting units. Identify any special requirements. Ensure all force protection requirements (protective shelters, critical asset protection, integration into installation security, medical, contamination control area programs, etc.) are contained here or are appropriately referenced to the CBRNE annex. Examples follow:

Table A5.1. Personnel Force List

RDD (C DAY)	IN-PLACE	DEPLOYING OUT	DEPLOYING IN	BASE TOTAL

Table A5.2. Cargo

RDD	SHORT TONS	CUMULATIVE SHORT TONS

A5.2. Describe all shortfalls.

A5.3. Miscellaneous Notes. Include the following information in the miscellaneous notes section. Also include any additional information not covered elsewhere in the chapter.

Attachment 6

PRE-CONFLICT MEASURES (BAS&E CH 4)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A6.1. Identify major tasks that should be accomplished before C+0. (Each unit will identify major tasks that should be accomplished before C+0 and those that deploying units need to be aware of upon or immediately following their arrival. These tasks will be prioritized and task accomplishment projections will recognize the limitations of the finite number of personnel and resources available at plan execution. If adequate reference to DEFCON and/or Force Protection Condition checklists can be made, include them. Each functional unit/agency will provide this information to the plan OPR for inclusion to this chapter. Units will ensure appropriate references to the CBRNE annex are made in this section.

A6.2. Describe all shortfalls.

A6.3. Miscellaneous Notes. Include the following information in the miscellaneous notes section. Also include any additional information not covered elsewhere in the chapter.

Attachment 7

EXECUTION CHECKLIST (BAS&E CH 5)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A7.1. Identify major tasks to be accomplished before C+0. Each unit will identify major tasks that should be accomplished before C+0. Use a format that identifies completion of the action, the OPR, and associated timing. These tasks will be prioritized and task accomplishment projections will recognize the limitations of the finite number of personnel and resources available at plan execution. Reference can be made to specific DEFCON actions/procedures/ checklists, if applicable. Each functional unit/agency will provide this information to the plan OPR for inclusion to this chapter. Units will ensure appropriate references to the CBRNE annex are made in this section.

A7.2. Describe all shortfalls.

A7.3. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A7.3.1. Weapons Safety Manager performs explosives Site planning and prepares explosives site plans IAW AFMAN 91-201, *Explosives Safety Standards*. Assess risk associated with joint operations and violation with explosives safety standards.

A7.3.2. Any additional information not covered elsewhere in the chapter.

Attachment 8

RECEPTION (BAS&E CH 6)

PART I:

A8.1. Concept of Operation.

A8.1.1. Describe the concept of operations for base reception. Provide an overview of the overall perspective and goals of the installation reception process. The purpose is to effectively and efficiently receive incoming forces by ensuring arriving personnel are provided immediate protection from the effects of enemy attack, adequate living and working facilities; and arranging for the expeditious movement of arriving equipment to unit work areas. Reception begins at the Port of Debarkation (POD). Theater reception is the process of receiving personnel and materiel in the theater. It establishes the in-theater accountability, and initial sorting of units, unit equipment, personnel, and materiel. Staging occurs when unit personnel are married with their equipment in a controlled area. Theater sustainment materiel is segregated, prioritized, and prepared for transport to the required locations. Onward movement is the coordinated actions of allocating road space, transportation assets (air, ground, inland, and rail) and support requirements for the unit and/or materiel. Additionally, vehicle allocations need to be accomplished in an orderly fashion.

A8.1.2. Provide a general overview of the Unit/Individual Reception Process. A simple summary of the reception flow for equipment, personnel, and weapon systems should be used. This should be clear enough that personnel arriving could use the summary to understand what to do upon arrival at a base through actual bed-down.

A8.2. Reception Facilities.

A8.2.1. Identify reception facilities or areas that will be used for personnel and cargo reception. Include facility capacities, facility number, organization name, DSN phone/fax, commercial phone/fax, secure phone, maximum capacity, cargo processing (yes/no), personnel processing (yes/no), and other communications capabilities.

A8.2.2. Include the location(s) of the nearest protective structures if the reception point does not provide adequate protection for personnel in the event of an enemy attack.

A8.3. Functional Support: Specify functional area procedures and responsibilities for the following:

A8.3.1. Describe Personnel Reception Support, include in-processing procedures.

A8.3.2. Describe Finance Reception Support.

A8.3.3. Describe Chaplain Corps Reception Support, including publication of religious service schedules.

A8.3.4. Describe Legal Reception Support on the in-processing line.

A8.3.5. Describe Medical Reception Support on the in-processing line.

A8.3.6. Describe Services Reception Support, including availability of boxed lunches during in-processing, bed-down activities, availability of dining facilities, lodging etc.

A8.3.7. Describe Transportation Reception Support, transportation support for the reception of personnel and cargo, including a local driving orientation for inbound personnel.

A8.3.8. Describe Postal Reception Support, including advising individuals and units on procedures for receiving mail.

A8.3.9. Describe any additional reception support that may be required from security forces.

A8.3.10. Describe Additional Reception Support that maybe required from Red Cross, state/local government representation, or others.

A8.3.11. Describe Arrival/Departure Coordination Procedures, interface with arrival/departure airfield control groups, Aerospace Expeditionary Force (AEF) elements.

A8.4. Personnel and Cargo Reception.

A8.4.1. Describe the process for in-processing arriving individuals. Describe the personnel reception process from the point that personnel arrive at the base through their arrival at temporary quarters. Ideally units are met by like host units, e.g. an inbound civil engineer team would be met by someone from the civil engineer squadron. Describe the modifications to the process (if any) that occur should the installation come under attack and/or become chemical biological contaminated during reception activities.

A8.4.2. Describe the process for in-processing arriving cargo. Describe the process by which cargo (uncontaminated and contaminated) for arriving units is received and moved to the appropriate location on-base. This process should include a method for inbound unit equipment custodians to travel with the cargo and then be processed through the reception line when their equipment is properly stored in the bed-down work area. Units may include the handling procedures for contaminated cargo in this chapter or provide appropriate references to the CBRNE annex.

A8.5. Miscellaneous Notes. Include the following information in the miscellaneous notes section:

A8.5.1. Contact the munitions function for support in the reception and storage of explosives, within the limits of the explosive site plans.

A8.5.2. Additional CBRNE defense measures.

A8.5.3. List any additional information appropriate for this function and not covered elsewhere.

A8.6. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, Word documents, PowerPoint, Excel spread sheet etc.

PART II:

A8.7. Specify any plan unique procedures not identified in Part I.

A8.8. Describe all shortfalls.

A8.9. Miscellaneous Notes. Include the following information in the miscellaneous notes section. List any additional information appropriate for this function and not covered elsewhere.

Attachment 9

AIRFIELD OPERATIONS (BAS&E CH 7)

PART I:

A9.1. Offices and Airfield information.

A9.1.1. Provide the following office information for both the primary and alternate facilities include the following: organization, description, facility number, DSN phone/fax, commercial phone/fax, and remarks.

A9.1.2. Provide airfield information: airfield name, alternate airfield name, elevation, magnetic variation, airfield type, operator, latitude, longitude, and remarks.

A9.2. Lighting Systems.

A9.2.1. Provide the following information for all lighting systems: facility number, lighting type, are spare parts available (yes/no/unknown), operational status (operational/not operational/unknown), repairs required (yes/no/unknown).

A9.2.2. Include remarks.

A9.3. Navigational Aids (NAVAID).

A9.3.1. Provide the following information for each NAVAID: facility number, navigational aid type, spare parts available (yes/no/unknown), operational status (operational/not operational/unknown), repairs required (yes/no/unknown).

A9.3.2. Include remarks.

A9.4. Obstructions.

A9.4.1. Provide the following information for each obstruction: General location, obstruction type, height, illuminated (yes/no/unknown).

A9.4.2. Also include whether or not the obstruction is frangible (yes/no/unknown).

A9.5. Revetments.

A9.5.1. Provide the following information for each revetment: facility number, revetment type, construction type, covered (yes/no), length, width, height and remarks. Include explosive storage/operating limits: Net Explosive Weight for Types 1.1, 1.2, 1.3 and 1.4. Explosive storage/operating limits. List the type of aircraft supported.

A9.5.2. Provide the revetment pavement information: include Load Classification Number (LCN) number, LCN validity, maximum weight in pounds, gear rating, and surface composition (asphalt, concrete-portland cement etc).

A9.6. Hardened Aircraft Shelter.

A9.6.1. Provide the following information for each Hardened Aircraft Shelter: facility number, shelter type, and remarks. List the type of aircraft supported. Include explosive storage/operating limits: Net Explosive Weight for Types 1.1, 1.2, 1.3 and 1.4. Explosive storage/operating limits. Provide unobstructed dimensions for the following: interior length, interior width, and interior height. Provide the door type, door opening width and height.

Provide the following information for compressed air: is it available (yes/no), is it operational (yes/no), what is the pressure (PSI), number outlets, and connection type.

A9.6.2. Provide the Hardened Aircraft Shelter pavement information, include the following: LCN number, LCN validity, max weight in pounds, gear rating, and surface composition.

A9.7. Runway Information.

A9.7.1. Provide the following general runway information for each runway: include high end name, low end name, shoulders stabilized (yes/no/unknown), magnetic heading (high), magnetic heading (low), elevation (runway headings), and any additional runway information remarks. Include runway markings, centerline, distance, edge, overrun, or threshold. Provide the following runway assessment information: is the runway operational, are repairs required, and any additional runway assessment remarks.

A9.7.2. Provide the following runway dimensions information: total runway length, total runway width, permanent displaced threshold high end length, permanent displaced threshold low end length, overrun high end length, overrun high end width, overrun low end length, overrun low end width, minimum lateral clearance width, and shoulders width.

A9.7.3. Provide the following runway pavement information: LCN number, LCN validity, maximum weight, pavement type, tire pressure allowed, PCN (**C17@50k**), PCN method, sub-grade strength, gear rating, and general condition. Provide the following runway information: Primary runway surface (asphalt, concrete-portland cement etc), shoulder surface composition (asphalt, concrete-portland cement etc) and overrun surfaces composition (asphalt, concrete-portland cement etc).

A9.7.4. Provide a list of all the runway lighting systems for each runway.

A9.7.5. Provide a list of all runway navigation aids for each runway.

A9.7.6. Provide a list of all obstructions for each runway; include the distance from the center line for each obstruction and any runway obstructions remarks.

A9.7.7. Provide the following runway arresting gear information for each runway: system type, spare parts available, distance from threshold, operational status (operational/not operational/unknown), are repairs required, type of engaging device, location (high end or low end), above ground (yes/no), and any runway arrest gear remarks.

A9.8. Taxiway Information.

A9.8.1. Provide the following general information: taxiway name, length, width, lateral clear zone width, are shoulders stabilized, shoulder width, type of taxiway, and any taxiway remarks. Include taxiway markings, does the taxiway have centerline markings and edge markings. Provide the following taxiway assessment information: is the taxiway operational, are repairs required, and any additional taxiway assessment remarks.

A9.8.2. Provide the following taxiway pavement information: LCN number, LCN validity, maximum weight, pavement type, tire pressure allowed, PCN, PCN method, sub grade strength, gear rating, and general condition. Provide the following taxiway (asphalt, concrete-portland cement etc), information: Primary taxiway surface composition (asphalt, concrete-portland cement etc) information and taxiway shoulder surface composition (asphalt, concrete-portland cement etc) information.

A9.8.3. Provide a list of all the taxiway lighting systems.

A9.8.4. Provide a list of all obstructions for each taxiway: include the distance from the center line for each obstruction, and any taxiway obstructions remarks.

A9.9. Aprons/Ramps.

A9.9.1. Provide the following general information for each apron/ramp: apron/ramp name, facility number, owner, purpose, and tie down points (#points), grounding points (#points), blast screen/deflectors and any apron/ramp remarks. Include explosive storage/operating limits: net explosive weight for Types 1.1, 1.2, 1.3, 1.4., explosive storage/operating limits, and distances.

A9.9.2. Provide the following apron/ramp dimensions information: length, width, and total area available to deploying units. Provide the following apron/ramp shoulder information, shoulders stabilized (yes/no) and shoulder width. Include any apron/ramp markings: does the apron/ramp have edge lines, and taxi stripe. Provide the following apron/ramp assessment information: is the apron/ramp operational, are repairs required, and any additional apron/ramp assessment remarks.

A9.9.3. Provide the following apron/ramp pavement information: LCN number, LCN validity, maximum weight, pavement type, tire pressure allowed, PCN, PCN method, sub-grade strength, gear rating, and general condition. Provide the following apron/ramp surface composition (asphalt, concrete-portland cement etc) information: Primary apron/ramp surface composition (asphalt, concrete-portland cement etc) information and shoulder apron/ramp surface composition (asphalt, concrete-portland cement etc) information.

A9.9.4. Provide a list of all the apron/ramp lighting systems.

A9.9.5. Provide a list of all obstructions for each apron/ramp include the distance from the center line for each obstruction and any apron/ramp obstructions remarks.

A9.10. Hardstands/Pads.

A9.10.1. Provide the following general information for each hardstands/pads: hardstands/pads name, facility number, owner, purpose, and tie down points (#points), grounding points (#points), blast screen/deflectors (yes/no), engine run-up tie downs for fighter ops and compass rose, and any hardstand remarks. Include explosive storage/operating limits: net explosive weight for types 1.1, 1.2, 1.3, 1.4, explosive storage/operating limits, and distances.

A9.10.2. Provide the following hardstands/pads dimensions information: length, width, and total area available to deploying units. Include hardstands/pads shoulder information: what is the shoulder width and is shoulders stabilized. Include any hardstands/pads markings: do the hardstands/pads have any of the following markings: edge lines, and taxi stripe. Provide the following hardstands/pads assessment information: are the hardstands/pads operational, are repairs required, and any additional hardstands/pads assessment remarks.

A9.10.3. Provide the following hardstands/pads pavement information: LCN number, LCN validity, maximum weight, pavement type, tire pressure allowed, PCN, PCN method, sub-grade strength, gear rating, and general condition. Provide the following hardstands/pads surface composition (asphalt, concrete-portland cement etc) information: primary hardstands/pads surface composition (asphalt, concrete-portland cement etc) information and

shoulder hardstands/pads surface composition (asphalt, concrete-portland cement etc) information.

A9.10.4. Provide a list of all the hardstands/pads lighting systems.

A9.10.5. Provide a list of all obstructions for each hardstands/pads include the distance from the center line for each obstruction and any hardstands/pads obstructions remarks.

A9.11. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A9.11.1. Identify airfield management facilities include facility number, DSN phone/fax, commercial phone/fax, and remarks.

A9.11.2. Identify Air Traffic Control Tower facilities include facility number, DSN phone/fax, commercial phone/fax, hours of operation, and remarks.

A9.11.3. Identify Air Traffic Control Radar facilities include facility number, DSN phone/fax, commercial phone/fax, hours of operation and any remarks.

A9.11.4. Provide instrument approach procedures.

A9.11.5. Provide local flying procedures.

A9.11.6. Provide Minimum Aircraft Operating Surface (MAOS) redundancy factor, snow/ice control, combat (quick) turns, bird activity, and any additional considerations.

A9.11.7. Describe the rapid runway repair (RRR) capability as a function of time i.e. equipment available at D-2 but no team, capability to repair three (3) craters in four (4) hours at D+0, etc. Also list the anticipated "number of passes" assigned aircraft will be able to make over the repair spot(s). Provide an inventory of RRR vehicles and materials (crushed stone, folded fiberglass mat, etc.) and an assessment of the RRR sustainment capability (without resupply) given the projected threat environment.

A9.11.8. Any additional airfield operations information not covered elsewhere.

A9.12. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, and power point, excel spread sheet etc.

PART II: NOT DEVELOPED FOR THIS CHAPTER

Attachment 10

AIRFIELD LOADING PARKING (BAS&E CH 8)

Note: This chapter should be developed with the assistance of representatives of major deploying units during Part II planning conferences/site surveys. Use of standard civil engineer Global Geospatial Information System (GIS) mapping programs is encouraged for developing aircraft parking plan maps. See chapter 50 for specific guidance.

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A10.1. Describe the aircraft-parking plan for the primary war mission of the base. (Use the Contingency Airfield Parking Planner (CAPP). Normally, the completed plan is classified. Include all employing and transient combat and cargo aircraft. Identify loading/unloading spots and hot pit refueling areas; ensure all explosives loading, unloading, parking areas are sited and a risk assessment performed and if necessary ensure commander was briefed on risk assessment. Depict specific use of all shelters, revetments, hardstands, and ramp areas by planned aircraft. Highlight the situation if space in aircraft shelters exceeds aircraft assets, and ensure these extra shelters are utilized for critical asset protection (fuel trucks, bomb jammers, etc.). Portray emergency parking areas such as taxiways, secondary runways, airfield matting, commercial facilities, and current host parking areas, as these areas may require use during survivability actions. Coordinate the plan with operations, security forces, civil engineers, maintenance, fire department, fuels, communications, and safety.)

A10.2. Describe all shortfalls.

A10.3. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A10.3.1. The airfield loading/parking plan is crucial to managing the physical flow of aircraft through the base, especially when airlift and tactical operations occur concurrently. Maintaining a smooth and orderly flow is important to the expeditious turnaround of airlift assets and minimizing exposure of aircraft and personnel to possible enemy action. Depict all aircraft including in-place, transient, and incoming aircraft regardless of origin. This information is used to identify peak load periods for the base during contingency operations and facilitates effective evaluation of support capability and requirements.

A10.3.2. Use the WAA to depict consecutive airfield loading by MDS and MOG. The following format is suggested:

Table A10.1. Sample Wartime Aircraft Activity Table

			MOG	MOG	MOG	MOG	MOG	MOG	MOG	MOG	
DAY	MDS	UNIT	1-5	6-10	11-15	16-20	21-25	26-30	31-60	61-90	Remarks

A10.3.3. Use the WAA to identify planned sorties in five day increments by MDS and gallons per sortie. A breakout of in-place and augmentation aircraft is recommended along with reference to the WAAR line for each aircraft type. The following format is suggested.

Table A10.2. Sample Wartime Aircraft Activity Report

ACFT TYPE		WAAR	GALS PER								
I/P	AUG	LINE	SORTIE	1-5	6-10	11-15	16-20	21-25	26-30	31-60	60-61	Remarks

A10.3.4. List any additional information appropriate for this function and not covered elsewhere.

Attachment 11

NEO/SAFE HAVEN/REPATRIATION OPERATIONS (BAS&E CH 9)

PART I:

A11.1. Concept of Operations

A11.1.1. Summarize the plan to handle and process US citizens and designated foreign nationals for Noncombatant Evacuation Operations (NEO), to include operations in a CBRNE environment if the threat exists. Define the scope of required actions by indicating specific activities (e.g., identification, marshaling, and evacuation) applicable to the plan. Although the personnel community is responsible for preparing this portion of the BSP/ESP (which includes both establishment and implementation of procedures during actual operations), numerous other agencies play important roles and their responsibilities cannot be overlooked. Thus, logistics plans, force support, security forces, OSI, comptroller, public affairs, logistics readiness, Emergency Management personnel, POLAD/International Relations office are OCRs in the development of NEO planning and should provide the personnel office with operational procedures pertaining to their specific functions (e.g., Force Support will plan lodging requirements, and identify airlift/sealift evacuation procedures, etc.).

A11.1.2. Summarize the plan to handle and process US citizens and designated foreign nationals Safe Haven operations, to include operations in a CBRNE environment if the threat exists. Define the scope of required actions by indicating specific activities (e.g., identification, marshaling, and evacuation) applicable to the plan. Although the personnel community is responsible for preparing this portion of the BSP/ESP (which includes both establishment and implementation of procedures during actual operations), numerous other agencies play important roles and their responsibilities cannot be overlooked. Thus, logistics plans, services, security forces, OSI, comptroller, public affairs, logistics readiness, Emergency Management personnel, etc., are OCRs in the development of NEO planning, and should provide the personnel office with operational procedures pertaining to their specific functions (e.g., Force Support will plan lodging requirements, and identify airlift/sealift evacuation procedures, etc.).

A11.2. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A11.2.1. Summarize the processes and procedures for repatriation operation.

A11.2.2. List any additional information appropriate for this function and not covered elsewhere.

A11.3. Multimedia Files. Include any applicable multimedia information such as photographs, maps, diagrams, drawings, word documents, power point, excel spread sheets, etc.

PART II:

A11.4. Identify any plan-specific requirements, operating procedures, or limitations. The plan will address the following areas, as a minimum, if the possibility of these operations taking place in a CBRNE environment exists.

A11.4.1. Assumptions.

A11.4.2. Transforming living quarters or other facilities into protective shelters.

A11.4.3. Attack response actions for NEO/unprotected personnel: Pre-Attack, Trans-Attack, and Post-Attack.

A11.4.4. Moving NEO/unprotected personnel from shelters to the passenger waiting area/aircraft.

A11.5. Describe all shortfalls.

A11.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A11.6.1. List any additional information appropriate for this function and not covered elsewhere.

A11.6.2. Identify existing capabilities of the Communications Systems or state here LIMFAC for communications mode.

Attachment 12

FLYING OPERATIONS (BAS&E CH 10)

PART I:

A12.1 General Questions.

A12.1.1. Describe the flying mission: Identify the mission(s) and procedures for all flying operations.

A12.1.2. Identify the concept of operations for flying operations.

A12.2. Flying Squadron Facilities Information

A12.2.1. Provide Flying Squadron Facility Information: facility number, organization, DSN phone/fax, commercial phone/fax, facility size, and number of briefing rooms, lounge area, kitchen, restrooms, and showers.

A12.2.2. Also include any facility remarks.

A12.3. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A12.3.1. Identify the organizational relationship and reporting requirements of all units.

A12.3.2. Identify existing capabilities of the communication modes.

A12.3.3. Identify existing capabilities of vehicles.

A12.3.4. Identify existing capabilities of weather data.

A12.3.5. Any additional information not covered elsewhere in the chapter.

A12.4. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, Word documents, PowerPoint, Excel spread sheet etc.

PART II:

A12.5. Identify the mission(s) and concept of operations for all flying operations: include emergency response procedures for aircrew members when they and their aircraft are caught outside the parking area during an enemy attack i.e., launch for survival, return to parking area, pull over to side of taxiway or into nearest revetment, etc.

A12.6. Summarize organizational command and control relationships existing under plan execution.

A12.7. Identify reporting requirements for all operations units.

A12.8. List assumptions essential to making this plan successful. (List assumptions that may impact the ability to support the wing mission during OPLAN execution).

A12.9. Identify procedures for aircrew flight equipment, aerial delivery, tactics, initial generation and launch, etc.

A12.10. Identify rules of engagement.

A12.11. Include any other requirements to support the wing flying operations: such as weather. Ensure theater orientation briefings are prepared for incoming forces.

A12.12. Specify if current unit facility(s) is adequate for the additional personnel arriving: Indicate any additional requirements. If a CBRNE threat exists, include an assessment of the aircrew contamination control area (ACCA) processing rate into the facility(s) as part of this evaluation.

A12.13. Specify additional communication needs, including radios, frequencies, and telephones.

A12.14. Describe all shortfalls.

A12.15. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A12.15.1. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit(s). Provide requirements to Vehicle Management and Analysis Element by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements.

A12.15.2. List any additional information appropriate for this function and not covered elsewhere.

Attachment 13

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND (HIGH-YIELD EXPLOSIVE) (CBRNE) DEFENSE OPERATIONS (BAS&E CH 11)

PART I: NOT DEVELOPED FOR THIS CHAPTER

PART II:

A13.1. As principle advisors to the commander on CBRNE issues, an Emergency Management representative will be present to address all aspects of CBRNE defense. Makes plans to improve or develop alternatives for deficiencies. If the unit is counting on host nation resources, ensure written support agreements exist. For CBRNE Detection and Warning: The installations integrated CBRN detection network should be able to identify the anticipated types and various forms (liquid, aerosol, etc) of CBRN agents used by enemy or terrorist forces.

A13.2. Describe the concept of operations for CBRNE passive defense.

A13.3. Describe responsibilities for in-place and incoming emergency management personnel.

A13.4. Describe operation procedures for CBRNE cell, EOC, CBRNE recon teams, including personnel requirements for each.

A13.5. Define area monitoring responsibility and assignment.

A13.6. Describe available communications equipment and use.

A13.7. Describe CBRNE Warning and Reporting responsibilities and procedures.

A13.8. Identify procedures on contamination avoidance and marking.

A13.9. Describe all shortfalls and LIMFACs.

A13.10. Miscellaneous Notes. include the following information in the miscellaneous notes section.

A13.10.1. Determine the threat at the location as agreed upon by the Emergency Management Flight, Security Forces, OSI, and Intelligence. Use all available documents and specific discussions with intelligence personnel during this evaluation.

A13.10.2. Likelihood of enemy use of: CBRN agents, conventional weapons, terrorism and special operations forces.

A13.10.3. If CBRNE weapons are likely to be used:

A13.10.3.1. Describe agents likely to be delivered; Number of weapon systems likely to be used in any given attack; Range, payload, accuracy, and likely burst characteristics (air, ground) of the weapon system(s); Specific agents likely to be used. Anticipated physical form (liquid, dusty, aerosol) of the agents; Timing of enemy employment of CBRNE weapons (i.e., in the early stages, during nighttime, etc.); Contamination levels (g/m2, mg/m3, spores/m3, etc.) expected to exist at your location after an attack.

A13.10.3.2. Purity of the enemy's agents; Shelf-life associated with their agent production (i.e., the agent(s) must be used within six months of production in order to be effective); Possible characteristics of CBRN(E) agents (i.e. similar to American-made

agents (i.e., does the enemy's VX have the same volatility rate, color change on M8 paper, etc.).

A13.10.4. Expected conventional weapons delivery systems (i.e., mortars, rockets, surface-to-surface missiles, and man portable surface-to-air missiles).

A13.10.5. Identify the "hazard ring" associated with critical operating locations of the installation (to include typical aircraft take off and landing patterns). This "ring" provides insight into the amount of area around the installation that must be secured from ground forces - the installation's perimeter fence has no tactical significance. Develop the hazard ring by drawing a line equaling threat weapon system ranges from the critical airfield operating locations. In most cases, the "ring" will actually take the shape of a large dog bone.

A13.10.6. CBRN Assessments.

A13.10.6.1. The unit should possess the training and support materials necessary to provide detailed assessments for commanders concerning CBRNE agent identification, characteristics, associated hazards, and persistency. If necessary in relation to the threat, assess the realistic chance (equipment, training, and past exercise performance) of sustaining mission operations in a CBRNE contaminated environment for an extended time.

A13.10.6.2. "Hazard Ring". Air base defense, sister service, and/or host nation forces should have control throughout the employment location's "hazard ring", especially in terms of man-portable surface-to-air systems.

A13.10.7. CBRN Equipment.

A13.10.7.1. The Civil Engineering Squadron, Emergency Management Flight and Logistics Readiness Squadron, Material Management Flight should possess plans for the protection and distribution of CBRNE Individual Protective Equipment (IPE).

A13.10.7.2. Ensure all personnel are familiar with the plans; Sufficiency of IPE to conduct operations in an extended CBRNE contaminated environment (this includes IPE for critical host nation and/or sister service personnel such as air defense, security forces, and cargo handlers). Ensure a clear resupply route for IPE is established and sufficient resources are available.

A13.10.8. CBRN Detection.

A13.10.8.1. The installation's integrated CBRNE detection network should be positioned in such a manner that base personnel receive sufficient warning that a possible CBRN agent has been identified.

A13.10.8.2. If this is not possible, identify specific types and concentrations of CBRN hazards personnel will likely be exposed to before they receive warning.

A13.10.8.3. Identify whether exposure will be sufficient to cause injuries and/or fatalities. If so, are personnel expected to be incapacitated or killed.

A13.10.8.4. Identify if procedures to announce proper alarm and MOPP levels over the Installation Notifications and Warning System (INWS) to the entire base populace.

A13.10.8.5. Identify if the base is divided into chemical sectors to enhance post-attack mission survivability.

A13.10.9. CBRNE Response. Emergency Management personnel employed are expected to be familiar with existing procedures and current mission requirements. Installation response procedures should mirror established AOR specific procedures on all threats (sniper, ground forces, and mortars, missile and/or aircraft attacks) in the same manner. Any deviation may cause injury to personnel and mission degradation.

A13.10.9.1. Does the unit possess "cookie cutter" (one-size fits all) procedures such as automatic evacuation distances in relation to unexploded ordnance (same for bomb let as for missile regardless of facility structure or mission criticality). If so, examine these procedures and determine the potential impact they will have on mission operations.

A13.10.9.2. Establish whether the installation Medical Treatment Facility possess sufficient medical capability to handle the expected amounts and types of CBRNE injuries.

A13.10.10. CBRN Contamination Control.

A13.10.10.1. Determine if the installation possess a clear concept of operations for contamination control, contamination avoidance, and cargo movement activities.

A13.10.10.2. Determine if the installation possess the dedicated personnel, checklists, equipment, and training to effectively execute the concept of operations.

A13.10.10.3. Determine if the installation possess a clear concept of operations for ACCA/CCA activities such as open-air, collective protection, or a combination of both.

A13.10.10.4. Determine if the installation possess the dedicated personnel, checklists, equipment, and training to effectively execute the concept of operations.

A13.10.10.5. Determine if sufficient decontaminates are available to meet mission requirements.

A13.10.10.6. Determine if the installation has procedures for decontaminating large frame aircraft.

A13.10.10.7. Determine if the installation has equipment to monitor the effectiveness of the contamination control effort.

A13.10.10.8. Determine if the installation developed chemical sectors and contamination control points and "split-MOPP" procedures, as required.

A13.10.11. CBRNE Command and Control.

A13.10.11.1. Determine if all personnel in and around the installation, including host nation, sister service, and additive forces, are familiar with the alarm signals.

A13.10.11.2. Determine if the installation has a course of action once a launch has been detected i.e., transition immediately to Alarm Red or wait until the missile trajectory has been defined.

A13.10.11.3. Determine how much warning will be received at the installation in relation to air threats i.e., aircraft or incoming missiles.

A13.10.11.4. Determine if sufficient base grid maps and local area maps are available for unit control centers and reconnaissance personnel.

A13.10.11.5. Determine if a detailed map of the airfield operating surfaces exist.

A13.10.11.6. Determine if the CAT/EOC has direct access to the Installation Notification and Warning System (INWS).

A13.10.11.7. Determine which OSI detachment is responsible for area coverage.

A13.10.11.8. Determine if operational procedures have been developed for CBRN contaminated remains.

A13.10.11.9. Determine if facilities are made available to house all required primary and alternate control centers.

A13.10.11.10. Determine if all emergency management personnel have reviewed all existing wartime plans for the employment location and discussed applicable items with other players.

A13.10.12. CBRNE Communications. Determine communication requirements. Emergency management personnel and CBRNE teams should possess sufficient radios and/or other communications methods.

A13.10.12.1. Determine the communications capabilities currently in existence at the operating location.

A13.10.12.2. Determine if the CBRNE Cell can rapidly transmit and receive CBRNE reports to/from subordinate, lateral, and higher headquarters units.

A13.10.12.3. If the CBRNE Cell is not collocated with the EOC, ensure the communications system can provide emergency management personnel with rapid, accurate hazard updates and personnel protective posture advice to the commander.

A13.10.12.4. Determine if an INWS has been established.

A13.10.12.4.1. Does the warning system have the capability to broadcast the siren sequences the base populace is used to hearing?

A13.10.12.4.2. Determine if the system is set up so that a power loss or other problem in one sector does not adversely affect other sectors.

A13.10.12.4.3. Determine whether the system has back up power or uninterrupted power supply capabilities.

A13.10.12.5. Determine the number of tactical and non-tactical radios emergency management personnel will have access to at the operating location.

A13.10.12.5.1. Determine if the radio frequencies have been pre-identified within the theater for the prescribed functions. Determine whether Civil Engineer radios have the required frequency and/or programmable capability.

A13.10.12.6. Determine the radios range with and without repeaters.

A13.10.12.6.1. Identify any “black holes” on the base (no or poor quality radio contact).

A13.10.12.6.2. Do emergency management personnel and/or the CBRN Control Center have the capability to talk to joint service forces (Army Patriot and/or Fox vehicle operators for example) via radio?

A13.10.12.6.3. Determine whether available radios reach the proposed installation open-air ACCA/CCA locations.

A13.10.12.7. Determine whether communications are available (both primary and backup) from the CBRNE Control Center to all planned billeting and personnel protection locations including shelters, collective protection facilities, and tent cities.

A13.10.12.8. If there is a change to a collocated operating base (COB), does a hot line exist between host and tenant CBRNE Control Centers?

A13.10.12.9. Are cellular phones a possible alternative to established landline communications needs? If not available immediately, when will critical communications assets be available?

A13.10.12.10. Is there a phone service readily available at the site? If so:

A13.10.12.10.1. Does a secure voice capability exist at the deployed location?

A13.10.12.10.2. Does a DSN capability exist?

A13.10.12.10.3. Are there adequate numbers of lines to support mission operations?

A13.10.12.10.4. Does a message center exist with the following capabilities?

A13.10.12.11. Determine if transmittal and receipt of hard copy unclassified messages available. If so, does the system require a specific message format?

A13.10.12.12. Secure voice. Determine transmittal and receipt of unclassified and classified facsimile capability.

A13.10.12.13. Determine whether the EOC, CBRNE Cell, etc. have dedicated secure and non-secure phone, fax and LAN lines for automated CBRNE plotting and reporting.

A13.10.12.14. Determine whether the site and/or expected UTCs has sufficient computer workstations (with appropriate software) to effectively conduct mission operations.

A13.10.12.15. Determine any known communication choke points (i.e. a single cable or switchboard that holds the wiring for the majority of installation communication lines).

A13.10.12.16. If appropriate, determine any communications lines that will be used to pass or receive hazard information from local civil defense, air defense, or security notification systems.

A13.10.13. CBRNE Support/Operations Facilities. Determine facility requirements.

A13.10.13.1. Determine what facilities are available to house the Emergency Operations Center (EOC), alternate EOC, Damage Control Center (DCC), and alternate DCC.

A13.10.13.2. Determine whether the EOC can be collocated with the CAT.

A13.10.13.3. Determine whether the CBRNE Cell can be collocated with the EOC.

A13.10.13.4. Do these facilities provide semi-hardened and/or filtration capabilities. If so:

A13.10.13.4.1. How will deploying personnel learn how to operate the system(s)?

A13.10.13.4.2. Are the filters operational and how many spares exist?

A13.10.13.4.3. Do these facilities have an emergency escape capability?

A13.10.13.5. Establish adequate storage facilities are available for BCE equipment, ACCA/CCA supplies, bulk stored CBRNE, and CCD materials.

A13.10.13.6. Determine whether other facilities have been identified for use by emergency management personnel.

A13.10.13.7. Determine collective protection facilities in existence for the entire base population.

A13.10.13.7.1. Establish whether available collective protection space has been allocated on a prioritized basis e.g., direct sortie generators before support personnel.

A13.10.14. CBRNE Utilities Support. Determine utility requirements.

A13.10.14.1. Determine the power sources (110/220 VAC, etc.) available at the deployed location.

A13.10.14.2. Determine which facilities have serviceable, fixed-generator systems as their source of backup power. Establish appropriate unit personnel are trained in generator maintenance, start up, and refueling requirements.

A13.10.14.3. Establish which facilities have emergency lights.

A13.10.14.4. Determine whether adequate potable water supplies exist.

A13.10.14.4.1. Establish if and where the "purification" plant is located.

A13.10.14.4.2. If the purification plant is not currently in location, will the extant deployed water purification capability support operations?

A13.10.14.5. Determine whether adequate water supplies exist for contamination control and fire fighting activities.

A13.10.14.5.1. Determine what water hydrants are readily available and functional. Do deploying personnel possess the tools to use them?

A13.10.14.5.2. Determine if the available water for contamination control operations is primarily saltwater.

A13.10.14.6. Determine the water storage capabilities in existence (tanks, flexible bladders, water buffaloes, etc.).

A13.10.14.7. Determine whether sewer lines are available and functional.

A13.10.14.8. Determine whether the CES Power Production section maintains an adequate amount of generators to support critical mission operations.

A13.10.14.9. Establish whether the utilities function has the capability to formulate, store, and distribute chlorine bleach solutions (5% and 0.5%).

A13.10.15. CBRNE Transportation Support.

A13.10.15.1. Determine whether the Emergency Management Flight has sufficient vehicles designated for their use at the employment location.

A13.10.15.2. Determine whether the installation has the maintenance capability, to include acceptance of the responsibility, to designate priority maintenance to Level 2 and 3 vehicles.

A13.10.16. CBRNE Legal Considerations. Determine legal requirements.

A13.10.16.1. Establish applicable status of forces agreements that require deviation from normal emergency management operations.

A13.10.16.2. Identify any available Memorandums of Agreement (MOA).

A13.10.16.3. Identify any unique local customs that might affect mission operations.

A13.10.16.4. Identify unique local laws or customs that emergency management personnel need be aware of.

A13.10.16.5. Identify the availability of civilian assets and services in the local area necessary to effect mission operations and can be procured through contracting.

A13.10.16.6. Ensure personnel are familiar with the Laws of Armed Conflict, operational rules of engagement, and any additional force protection rules on the use of force.

A13.10.17. Biological Warfare Specifics. The unit should have sufficient materials, and an executable plan, to vaccinate installation personnel prior to deployment, especially if one or more of the unit shortcomings (i.e. detection and warning) are in the biological agent area (pathogens).

A13.10.17.1. Determine if the unit possesses sufficient medical treatment materials (Ciproflaxin or other antibiotics for anthrax for example) to effectively handle large population exposures.

A13.10.17.2. Determine if sufficient numbers of hand-held assays to sample for biological agents are available.

A13.10.17.3. Determine if a classified storage safe is available to secure the code sheet for the hand-held assays code sheet.

A13.10.18. Force Protection. If necessary in relation to the threat, critical emergency management items such as chemical and biological detectors should be afforded protection from sniper activities.

A13.10.18.1. The base population should have adequate splinter protected bunkers (with overhead cover) or other protective structure in the immediate vicinity of their work area.

A13.10.18.1.1. Establish what percentage of direct sortie generators does not have this protection.

A13.10.18.1.2. Determine what resources the unit will need to conduct expedient building protection. Does the unit possess the required assets and do they have a specific construction plan.

A13.10.18.1.3. Establish what off-site utility sources i.e. electrical power stations and water filtration plants are afforded adequate security. Determine the probability and effects of their being sabotaged.

A13.10.19. CBRNE Reconnaissance Teams.

A13.10.19.1. Determine if reconnaissance team members are assigned and trained.

A13.10.19.2. Determine if team members are available for recall when necessary to support CBRNE operations.

A13.10.20. Protective Shelters.

A13.10.20.1. Are installation personnel aware of protective shelter locations?

A13.10.20.2. Is the shelter collectively protected?

A13.10.20.3. Ensure sufficient collective protection systems are available to protect sortie generators and command and control personnel.

A13.10.20.4. Ensure sufficient supplies are available to operate and maintain a collective protection system.

A13.10.20.5. Ensure the shelter can be protected against conventional attacks.

A13.10.20.6. Ensure a plan for shelter stocking is established.

A13.10.21. Conventional Attacks. Provide procedures and planned actions for conventional attack protective requirements. Procedures must integrate the capabilities of the base to defend against, survive the effects of, and recover from hostile action. Include specific procedures for air base ground defense interface, command center operations and reporting, equipment maintenance, integrated hardening, dispersal operations, and integrated Camouflage, Concealment and Deception (CCD) operations (blackout procedures, communications outage, filling and placing sandbags, etc.).

A13.10.21.1. CCD consists of identifying procedures on how and where to have camouflage netting, expedient tone-down, and decoys, including available quantities both in-place and deployable to the base.

A13.10.21.2. Ensure all other functional areas identify unit responsibilities for CCD, and expedient hardening.

A13.10.21.3. Force Protection. Include SF inputs to maximize force protection features when laying out the tent city complex. Ensure adequate standoff distances are incorporated into tent city layouts IAW COCOM OPORDs and Unified Facility Criteria, 4-010-01.

A13.10.22. Sister Service Support. Identify support provided to and by U.S. sister services.

A13.10.22.1. Determine, what (if any) CBRNE support services to the installation will be provided by the sister services

A13.10.22.2. Determine what CBRNE support services will be provided to other services.

A13.10.23. Host Nation CBRNE Support. Identify support provided to and by the host nation services.

A13.10.23.1. Determine whether the host nation will provide CBRNE support to the installation. If so, what form and/or how will this take place?

A13.10.23.2. Determine whether the installation will provide CBRNE support to the host nation. If so, what form and/or how will this take place?

A13.10.24. List any additional information appropriate for this function and not covered elsewhere.

Attachment 14

FIRE PROTECTION AND AIR BASE OPERABILITY (BAS&E CH 12)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

Note: Fire and emergency services includes Aircraft Rescue and Fire Fighting (ARFF), structural fire fighting, specialized rescues, hazardous materials response, first responder medical services, and other emergencies services as required**.** Determine the adequacy of fire and emergency services for preparation of Base Support Plan (BSP), and expeditionary site plans (ESP); and the accomplishment of contingency site surveys across the spectrum of USAF operations for deliberate and crisis action planning and execution. This chapter also describes the specific requirements to translate and integrate operational requirements into Agile Combat Support (ACS) at employment sites to create and sustain operations. AFH 32-2005, *Firefighting Guide for Contingency Operations*, should be used as the primary guidance when conducting firefighting bed-down operations. The handbook establishes and explains doctrine and procedures to guide commanders and FES personnel at all levels in protecting mission resources during contingencies. These contingencies may include but are not limited too; major combat operations, humanitarian relief operations, responses to manmade or natural disasters, etc. These operations may occur at bare bases, forward operating locations, co-located bases, or aerial ports.

PART II:

A14.1. Provide procedures and planning actions for ABO requirements.

A14.2. Describe forces protection, including SF inputs to maximize forces protection feature when laying out the tent city complex.

A14.3. Describe all shortfalls.

A14.4. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A14.4.1. Describe the concept of operations for fire and emergency services. As a minimum, the information must address the following:

A14.4.1.1. Assumptions, include type of operation, mission support, and sustain operations based upon area threat assessments.

A14.4.1.2. Roles and responsibilities (JTF Commander, Fire Marshal, Fire Chief, and Individual).

A14.4.2. Planning guidance.

A14.4.2.1. Determine scope of fire protection and emergency services.

A14.4.2.1.1. Mission assigned and transient aircraft.

A14.4.2.1.2. Structural fire protection requirements.

A14.4.2.1.3. Special hazards and rescue required.

A14.4.2.1.4. Miscellaneous cross-functional support operations (i.e., barriers, contamination control, HAZMAT, WMD).

A14.4.3. Evaluate existing fire protection and emergency services.

A14.4.3.1. Host fire protection resources, equipment, and personnel.

A14.4.3.2. Water distribution and fire suppression systems.

A14.4.3.3. Mutual aid agreements.

A14.4.3.4. Determine shortfalls and limiting factors (LIMFAC) (Note: usually classified.)

A14.4.3.5. Determine fire protection and emergency services requirements using operational risk management (ORM) principles.

A14.4.3.6. Vehicles.

A14.4.3.7. Personnel.

A14.4.3.8. Facilities.

A14.4.3.9. Logistics.

A14.4.3.10. Communications.

A14.4.4. Fire Protection Checklist Items.

A14.4.4.1. Fire Protection and Rescue.

A14.4.4.1.1. Fire station location: Describe location, distance and time from runway, distance from tent city, number of vehicle stalls.

A14.4.4.1.2. Fire Vehicles.

Table A14.1. Sample Fire & Emergency Table

Type/Reg Number	Personnel per vehicle	Quantity	Water Capacity	Foam Capacity	Dry Chemical Capacity	Serviceability

A14.4.4.1.3. Firefighting equipment i.e. fire hose, couplings, hand tools, Jaws of Life, powered tools etc.

A14.4.4.1.4. Can vehicles communicate with tower? What Frequency?

A14.4.4.1.5. Are fire fighting vehicles radio-equipped? Are there portable hand-held radios available? What Frequency?

A14.4.4.1.6. Is water supply available on the airfield for refilling crash trucks? Where is the supply located?

A14.4.4.1.7. Are fire fighters egress trained/qualified for the proposed aircraft/mission?

A14.4.4.1.8. Are host fire fighters trained on aircraft brake fires?

A14.4.4.1.9. Are host fire fighters trained on hydrazine/hazardous material situations?

A14.4.4.1.10. Are host nation fire fighters trained in structural fire fighting procedures?

A14.4.4.1.11. Do fire fighters provide medical care? If not, where does medical care come from?

A14.4.4.1.12. What other extinguishing agents are used by the fire department?

A14.4.4.1.13. Can host nation provide in-house refilling of extinguishers?

A14.4.4.1.14. Is there a structural fire fighting capability? If so, list vehicles.

A14.4.4.1.15. Is the fire department staffed to provide 24-hour coverage?

A14.4.4.1.16. What is the current staffing of the fire department?

A14.4.4.1.17. Other significant issues:

A14.4.5. Other Facilities.

Table A14.2. Facilities Requirements Table.

Description	Location(s)	Size
Remarks		

A14.4.6. Utilities.

A14.4.6.1. Water.

A14.4.6.1.1. Local source(s) of potable water (by US standards), storage amounts, and locations.

A14.4.6.1.2. Non-potable storage amounts and locations.

A14.4.6.1.3. Emergency water sources (EWS).

A14.4.6.2. Electricity.

A14.4.6.2.1. Local source(s), voltage, frequency, and reliability.

A14.4.6.2.2. Determine if generators are available.

A14.4.7. List any additional information appropriate for this function and not covered elsewhere.

Attachment 15

EXPLOSIVE ORDNANCE DISPOSAL (EOD) (BAS&E CH 13)

PART I:

A15.1. General Questions.

A15.1.1. Identify the EOD mission.

A15.1.2. Describe the base EOD support concept.

A15.1.3. Describe the capabilities and procedures for identification, neutralizing, and disposing of hazardous US and foreign conventional ordnances.

A15.1.4. Describe the capabilities and procedures for identification, neutralizing, and disposing of hazardous US and foreign chemical ordnances.

A15.1.5. Describe the capabilities and procedures for identification, neutralizing, and disposing of hazardous US and foreign nuclear ordnances.

A15.1.6. Describe EOD capabilities and procedures for identification, neutralizing, and disposing of hazardous US and foreign improvised devices.

A15.1.7. Describe policies for off-base EOD response.

A15.1.8. Identify EOD secure storage requirements for demolition explosives, specialized EOD equipment, classified, and weapons as well as administrative work space.

A15.1.9. Describe EOD support available from local agencies or other military units.

A15.2. Office Information.

A15.2.1. Provide the following office information for both the primary and alternate facilities for all EOD facilities: organization, description, and facility number.

A15.2.2. Also include DSN phone/fax, commercial phone/fax and remarks.

A15.3. Facilities Information.

A15.3.1. Provide the following information for all EOD facilities: facility number, facility size, classified storage (yes/no), weapons and explosive storage (yes/no).

A15.3.2. Also include any EOD facilities remarks.

A15.4. Personnel Information.

A15.4.1. Provide the following information for EOD personnel: personnel type, job title, number required, number available.

A15.4.2. Also include any personnel remarks.

A15.5. Equipment Information.

A15.5.1. Provide the following information for each piece of EOD equipment: function (EOD), equipment type, owner, use type, authorized quantity, assigned quantity.

A15.5.2. Also include any equipment remarks.

A15.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A15.6.1. Identify authorized EOD radio, robot, and other equipment frequencies.

A15.6.2. Include information on EOD team identification (unit/command assignment, size), contact point (EOC or facility number, location), and recovery after attack operations (define area of responsibility, facilities recovery priority list, dud/safe munitions holding area, conventional and chemical-biological munitions disposal or burial areas, and emergency destruction of munitions (EDM) assistance).

A15.6.3. Any additional EOD information not covered elsewhere.

A15.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, Word documents, PowerPoint, Excel spread sheet etc.

PART II:

A15.8. Identify any plan-specific capabilities, requirements, or limitations. (Identify any OPLAN-specific capabilities, requirements, or limitations.)

A15.9. Describe all shortfalls.

A15.10. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A15.10.1. Identify potential sites for the planned detonation or burning of explosives to weapons safety office. Ensure explosives site plans are approved prior to conducting explosives range operations.

A15.10.2. Identify bomb removal requirements (vehicles, team size and composition, specialized training requirements). Specify the ordnance marking techniques used for bomb removal operations i.e., green flagging equates to the munitions being safe to move, yellow flagging represents munitions that must be moved with caution and special handling techniques, etc.

A15.10.3. Any additional EOD information not covered elsewhere.

Attachment 16

CIVIL ENGINEERING (BAS&E CH 14)

PART I:

Note: This chapter provides a data collection template to be used in the assessment of airfields, facilities and infrastructure. However, AF engineers will apply guidance contained in AFPAM 10-219, Volume 6, *Planning and Design of Expeditionary Airbases*. The AFPAM is intended to provide the planning criteria and background necessary to: (1) Determine what facilities are required to support Air Force, Joint and Coalition deployments supporting Aerospace Expeditionary Force (AEF) missions; (2) Identify forces, equipment and resources required to provide adequate support facilities; (3) Understand the factors that affect transition between initial and temporary standards; (4) Sustain facility operations through redeployment and reconstitution

A16.1. Office Information.

A16.1.1. Provide office information for both the primary and alternate facilities for all CE offices: organization, description, facility number, DSN phone/fax, commercial phone/fax, and remarks.

A16.2. Facilities Information. CE will provide the following information for all base facilities: Facility space, facility dimension, facility power, facility assessment and facility systems assessment

A16.2.1. Facility Space Information.

A16.2.1.1. Provide the facility number, facility owner, primary facility name, latitude/longitude, category, priority, alternate contingency use, type of construction, camouflage/concealment, security system remarks (yes/no, type), and comm/computer system remarks (yes/no, type).

A16.2.2. Facility Dimension.

A16.2.2.1. Provide the facility dimensions information: gross size, exterior length, exterior width, exterior height, number of levels, number of rooms, useable space evaluated (yes/no), vacant space evaluated (yes/no), and any facility dimension remarks.

A16.2.3. Facility Power.

A16.2.3.1. Provide the facility Primary Power: service entrance, maximum current, total power available, primary voltage, secondary voltage, wire, phase, frequency, and facility information primary power remarks.

A16.2.3.2. Facility Information Backup Power: manufacturer, model #, size, quantity, frequency, start method, fuel type, consumption rate and tank capacity.

A16.2.4. Facility Assessment Information (Facility Condition/Repair Assessment)

A16.2.4.1. General condition, operational status (operational/non-operational/unknown), repair required (yes/no), and any assessment remarks.

A16.2.5. Systems Assessment.

A16.2.5.1. Air conditioning system info: system exists (yes/no) and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.2. Electrical: system exists (yes/no) and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.3. Heating: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.4. Lighting: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.5. Non-potable water: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.6. Plumbing: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.7. Potable water: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.8. Sewer: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.9. Ventilation: system exists (yes/no), and operational status (operational/non-operational/unknown/inconclusive analysis).

A16.2.5.10. Remarks for mechanical/environmental system remarks: (limited to 255 characters).

A16.2.5.11. Remarks for electrical/lighting system remarks: (limited to 255 characters).

A16.2.5.12. Remarks for water/plumbing/sewer system remarks: (limited to 255 characters).

A16.3. Tent City

A16.3.1. Provide the following information for tent city: location, facility number, bed-down capacity, fenced, controlled access, ground surface conditions, area length, area width, and total area.

A16.3.2. and any tent city remarks.

A16.4. Fire Protection Fire Station

A16.4.1. Provide the following information for fire protection fire station: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any fire station facility remarks.

A16.4.2. Provide the following fire station information: number of parking bays, personnel capacity, personnel, sleeping facilities, kitchen facilities, type of doors, door opening height, and door opening width.

A16.5. Emergency Control Center (ECC)

A16.5.1. Provide the following information for emergency control center facility information: facility number, DSN phone/fax, commercial phone/fax, and operational status (operational/not operational/unknown).

A16.5.2. Also include any emergency control center remarks.

A16.6. Electric/Contingency Power.

A16.6.1. Provide the following information for electric/contingency power requirements.

A16.6.1.1. Industrial Average consumption per day, and remarks.

A16.6.1.2. Hard billets average consumption per day, and remarks.

A16.6.1.3. Tent billets average consumption per day, and remarks.

A16.7. Electric Base Substation.

A16.7.1. Provide the following information for electric base substation: general information includes facility number, substation number, contract rate of delivery, and peak demand.

A16.7.2. Transformers Information: Provide the following information for each transformer: Total Power (KVa), quantity (# units), and phase (# phase).

A16.8. Electric Base Conversion Plants.

A16.8.1. Provide the following information for electric base conversion plants: facility number, DSN phone/fax, commercial phone/fax, and operational status (operational/not operational/unknown).

A16.8.2. Also include any base conversion plants remarks.

A16.9. Electric Commercial Source.

A16.9.1. Provide the following information for electric commercial source: general information include off-base source vendor name, distance from base, latitude/longitude, primary supplier (yes/no), POC information include name, DSN phone/fax, commercial phone/fax, mailing address, and any POC information remarks.

A16.9.2. Provide days and hours of operation.

A16.9.3. Provide commercial power source information voltage, frequency, and number of distribution lines.

A16.10. Sewage Base Treatment.

A16.10.1. Provide the following information for base sewage treatment facilities: facility number, DSN phone/fax, commercial phone/fax, and operational status, (operational/not operational/unknown).

A16.10.2. Also include base sewage treatment remarks.

A16.11. Sewage Sludge Treatment.

A16.11.1. Provide the following information for sludge treatment facilities, facility number, DSN phone/fax, commercial phone/fax, and operational status (operational/not operational/unknown).

A16.11.2. Also include any sludge treatment remarks.

A16.12. Sewage Commercial Treatment.

A16.12.1. Provide the following information for sewage commercial treatment, general information off-base source vendor name, distance from base, latitude/longitude, primary supplier (yes/no), POC information include name, DSN phone/fax, commercial phone/ fax, mailing address, and any POC information remarks.

A16.12.2. Days and hours of operation.

A16.12.3. Treatment Information: rated capacity (gal per day).

A16.13. Refuse Management Contingency Refuse Requirements

A16.13.1. Provide the following information for contingency refuse requirements:

A16.13.1.1. Industrial, average tons per day, and remarks.

A16.13.1.2. Hard Billets. average tons per day, and remarks.

A16.13.1.3. Tent Billets average tons per day, and remarks.

A16.14. Refuse Management Base Incinerations.

A16.14.1. Provide the following information for refuse management base incinerations: facility number, DSN phone/fax, commercial phone/fax, and operational status (operational/not operational/unknown).

A16.14.2. Also include any base incinerations remarks.

A16.15. Refuse Management Commercial Collection

A16.15.1. Provide the following information for refuse management commercial collection: off-base source vendor name, distance from base, latitude/longitude, primary supplier (yes/no), POC information include name, DSN phone/fax, commercial phone/fax, mailing address, and any POC information remarks.

A16.15.2. Days and hours of operation.

A16.16. Contingency Water Requirements.

A16.16.1. Provide the following information for contingency water requirements:

A16.16.1.1. Industrial: average consumption per day and remarks.

A16.16.1.2. Hard Billets: average consumption per day and remarks.

A16.16.1.3. Tent Billets: average consumption per day and remarks.

A16.17. Water Base Water Treatment.

A16.17.1. Provide the following information for base water treatment facility:

A16.17.2. facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any base water treatment remarks.

A16.18. Water Base Water Supply

A16.18.1. Provide the following information for base water supply: source name, water source, facility number, source owner, general location, operating conditions, potable, and water quality.

A16.18.2. Also include any base water supply remarks.

A16.19. Water Base Water Storage.

A16.19.1. Provide the following information for base water storage facility: facility number, location, tank number, type storage facility, and storage capacity.

A16.19.2. Also include the facilities' operating conditions (emergency/normal/both), elevated (yes/no), and potable (yes/no).

A16.20. Water Commercial Water Supply.

A16.20.1. Provide the following information for commercial water supply: off-base source/vendor: general information off-base source vendor name, distance from base, latitude/longitude, primary supplier (yes/no), POC information include name, DSN phone/fax, commercial phone/fax, mailing address, and any POC information remarks.

A16.20.2. Provide days and hours of operation.

A16.20.3. Provide the following information for commercial water supply: rated capacity (gal/day), water quality, potable (yes/no/unknown), operating conditions, and any commercial water remarks.

A16.21. Tools and Equipment.

A16.21.1. Provide the following information for each piece of CE tools and equipment: function (CE), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A16.21.2. Identify any pre-determined WRM CE tools and equipment designated to support the installation and WRM source location.

A16.21.3. Validate equipment set, including WRM, against Airfield Damage Repair (ADR) requirements for R-1, R-2, and R-3 capabilities and list shortfall equipment items needed to complete set.

A16.22. Material and Supplies.

A16.22.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement.

A16.22.2. Also include any materials and supplies remarks.

A16.23. Personnel.

A16.23.1. Provide the following information for all CE personnel: function (CE), personnel type, job title, number required, and number available.

A16.23.2. Also include any personnel remarks.

A16.24. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A16.24.1. Provide total water storage capacity for all facilities under normal and emergency conditions in gallons per day and include information for emergency power for pumping.

A16.24.2. Summarize the civil engineer mission during any contingency, to include general policies and guidance.

A16.24.3. Provide general procedures and planned actions for engineer support.

A16.24.4. Identify base conditions.

A16.24.5. Identify snow, sand and other FOD removal capability (if applicable).

A16.24.6. Identify electrical power emergency generator requirements. Also include a base extended outage plan.

A16.24.7. Identify sources of natural gas and propane: Identify potential sources, and capacity of supply, distribution, and storage.

A16.24.8. Identify environmental and topographic conditions in relation to water supply and waste disposal systems (e.g. prevailing winds, low areas of bare base sites, etc). Incorporate into all site planning efforts.

A16.24.9. Identify RED HORSE capabilities/procedures, if applicable.

A16.24.10. Provide a list of all the new facilities to be built on-base.

A16.24.11. Any additional CE information not covered elsewhere.

A16.25. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, Word documents, Power Point slides, Excel spreadsheets etc.

PART II:

A16.26. Summarize the civil engineer command and control structure and responsibilities during plan execution.

A16.27. Identify any plan specific civil engineer planning factors. (Identify any unique contingency civil engineer planning factors.)

A16.28. Identify manpower requirements. Indicate total number of man-hours available from in-place/arriving engineer units by day. Include man-hour requirements for tent/Bare Base Systems (BBS) erection, utility construction, tent city site improvements, and messing facility construction; e.g., C+1, with existing in-place forces X+Y man-hours available, W+Z man-hours required, etc.

A16.29. List in-place Engineers, defining their actions as necessary. Definitive actions for engineer (force bed-down, facility damage repair, crash rescue and fire suppression, construction management, facility siting, etc.) should be provided as necessary. Include procedures for performing damage assessment and rapid repair or replacement of critical facilities and utilities; support of force bed-down; accomplishing essential operations and maintenance functions for existing as well as additional facilities and utilities; assisting in base denial operations as necessary; and managing repair and construction operations. Ensure there is a system, or procedures in place, to develop a facility priority listing.

A16.30. List incoming Prime Base Engineer Emergency Force, identify requirements if applicable: (Special attention should be given to the siting, operation, and maintenance of air transportable equipment and facilities and to providing for aircraft launch and recovery operations.)

A16.31. List Fire Protection and Rescue forces: Include procedures and capabilities for providing crash rescue and fire suppression, if differences exist during contingency execution (if procedures vary from what is identified in Part I).

A16.32. Identify procedures for fast and accurate minimum airfield operating surface selection and rapid runway repairs.

A16.33. Identify increased utility requirements during plan execution: identify increased utility requirements during contingency execution (e.g., increased water and fuel consumption rates, increased sewage, trash, and disposal, and heightened electrical rates). Planning factors for water requirements are as follows:

A16.33.1. Forces housed in existing base facilities require 100 gal/per person a day.

A16.33.2. Forces housed in bare base systems require 50 gal/per person per day (20 gal/per person per day for arid climates).

A16.33.3. Forces housed in tents require 25 gal/per person per day (20 gal/per person per day for arid climates).

A16.33.4. If the unit, host nation, or other service uses water & chlorine bleach solutions (5% and 0.5%)-based CBRN contamination control techniques, include water consumption calculations (obtained from CE Emergency Management, FES and Utilities) for these activities.

A16.34. Summarize all facilities on-base by use and user during contingency execution (this information should be the recapitulation of facility utilization submitted by each functional agency on-base). Address the siting and construction schedule for facilities (to include tent cities) required to support the mission. A siting and erection schedule and facility arrival schedule for mobile assets should be included to amplify requirements. Include preplanned actions that must take place prior to actual deployments; for example, a deploying unit site survey of a reception location. Siting locations will be annotated on-base maps. Describe any other planned actions to assure incoming and in-place facilities are prepared in time to meet mission requirements. Include requirements for work on existing facilities, operating areas, and storage areas as well as erection of new facilities. Include expedient hardening of essential facilities (materiel requirements/availability). Cross reference expedient hardening activities to the information contained in the CBRN BaS&E Chapter 11.

A16.34.1. If applicable, provide information about tent city sites such as drainage, and site preparation required.

A16.34.2. Also include priority of use for each different site and any known problems.

A16.35. Identify RED HORSE support: Include procedures for requesting and implementing RED HORSE support as necessary. RED HORSE support should be specifically identified for large bed-down projects. List specific RED HORSE tasks and sequence of events including required completion times measured from C+10.

A16.36. Provide procedures and planned actions for environmental protection and compliance. Ensure, to the maximum extent possible, that the mission is carried out in a manner consistent with national environmental policies.

A16.37. Identify reporting and in-processing procedures for deploying civil engineer forces.

A16.38. Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, cell phone service, computers, network capabilities (classified and unclassified), secure phone instruments, Land Mobile Radios (LMRs) and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan.

A16.39. Describe all shortfalls.

A16.40. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A16.40.1. Identify all materiel requirements through C+60.

A16.40.2. Ensure MGRS maps are included with locations annotated for command post, EOC, DCC, ADCP, BDOC, CBRNE, CBRN monitoring and EOD areas of responsibility, contamination control facilities and staging areas, shelters, medical treatment facilities, casualty collection points, and munitions holding, disposal, and burial areas.

A16.40.3. Vehicle Requirements. Unit OPRs will plan vehicle requirements and coordinate with the unit Vehicle Management and Analysis Element to ensure availability prior to Vehicle Management consolidation of unit requirements for publication in the BSP.

A16.40.4. Any additional CE information not covered elsewhere.

Attachment 17

SERVICES (BAS&E 15)

PART I:

A17.1. Office Information.

A17.1.1. Provide office information for both the primary and alternate facilities for all services offices: organization, description, and facility number.

A17.1.2. Also include DSN phone/fax, commercial phone/fax, and remarks.

A17.2. Food Services Appropriated.

A17.2.1. Provide the following food service appropriated facility functional characteristics: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any food service appropriated facilities remarks.

A17.2.2. Provide the following food service appropriated general dining information: hours per meal, seating capacity, number of turnovers per hour, 24 hour production capacity of meals. meals served breakfast (yes/no), lunch (yes/no), dinner (yes/no), and midnight meal (yes/no).
A17.2.3. 3 Provide the following computed meals information: meal period capacity, emergency capacity, and daily feeding capacity. For emergency capacity computation consider the following: Determine the number of seats available in each appropriated food service facility. Multiply the total number of seats by 32 (four hours of operation per meal multiplied by two turnovers of seats per hour, four meals per day) for each appropriated funded dining facility. Total all the seating capacities for appropriated funded facilities. Determine actual production capacity for each appropriated food service facility in a 24-hour period and total the capacities. Ensure the overall seating capacity does not exceed the overall meal production capability. The lower of these two figures represents the total emergency capacity for appropriated facilities.

A17.3. Food Services Non-Appropriated: Feeding capacities of other facilities non-appropriated facilities that will be used must be computed based on additional factors, such as preparation and serving equipment and the potential use of these facilities for other purposes. The number of facilities identified for use must be supportable by the number of incoming and in-place services manpower.

A17.3.1. Provide the following food service non-appropriated dining facility information: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any food service non-appropriated facilities remarks.

A17.3.2. Provide the following food service non-appropriated general dining information: total seating capacity, meal period capacity, daily feeding capacity, meals served breakfast (yes/no), lunch (yes/no), dinner (yes/no), and midnight meal (yes/no).

A17.4. Food Services Army and Air Force Exchange Service (AAFES).

A17.4.1. Provide the following Food Service AAFES dining facilities functional characteristics: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any food service AAFES dining facilities remarks.

A17.4.2. Provide the following food service AAFES dining information: total seating capacity, meal period capacity, daily feeding capacity, meals served breakfast (yes/no), lunch (yes/no), dinner (yes/no), and midnight meal (yes/no).

A17.5. Food Services Off-Base.

A17.5.1. Provide the following food service off-base source or vendor information (information must be completed for each source/vendor): name, distance from base, latitude/longitude, primary supplier (yes/no), POC information (name, DSN phone/fax, commercial phone/ fax, mailing address), and any off-base food service information remarks.

A17.5.2. Provide the Days and Hours of Operation.

A17.5.3. Provide the following food service off-base source or vendor general dining information: total seating capacity, meal period capacity, daily feeding capacity, meals served breakfast (yes/no), lunch (yes/no), dinner (yes/no), and midnight meal (yes/no).

A17.6. Food Services Emergency.

A17.6.1. Provide the following food service emergency feeding dining information: facility number, facility type, total seating capacity, meal period capacity, and daily feeding capacity.

A17.6.2. Also include any emergency feeding general dining information remarks.

A17.7. Lodging/Housing Information. Consider the following lodging/housing information when developing the BSP/ESP.

A17.7.1. Identify the total lodging capacity using the following definitions and criteria listed:

A17.7.2. . Normal Capacity. The number of beds located in the facility whether occupied or not.

A17.7.3. Emergency Capacity: The total capacity of officer, enlisted, and emergency facilities with additional beds and cots. Determine the capacity of these facilities based on providing 50 sq ft of net living area per person. Refer to AFI 34-246, *Air Force Lodging Program*, for a definition of net living area. Only after the initial 30-day bed-down or population surge should square footage be increased to accommodate quality of life standards of 72 sq ft and 110 sq ft for enlisted and officers, respectively (if space is available).

A17.7.4. Transient Quarters: Transient quarters include Visiting Officers' Quarters (VOQ), Visiting Quarters (VQ), Distinguished Visitors (DV) suites, and Temporary Lodging Facilities (TLF).

A17.7.5. Dormitories: These facilities include single/unaccompanied personnel housing such as Unaccompanied Airmen Quarters (UAQ), Unaccompanied Officer Quarters (UOQ), and Unaccompanied Noncommissioned Officer Quarters (UNCOQ).

A17.7.6. Commercial Lodging/Contract Quarters: Commercial hotels and motels may be used to house Air Force civilian and active duty military personnel when on-base transient quarters are filled. Wing commander approval is required to use off-base quarters during contingency operations. Lodging should provide the expected number of personnel in commercial lodging/contract quarters and approximate distance from the installation.

A17.7.7. . Alternate Permanent Facilities: Under emergency conditions, other types of buildings besides dormitories and transient quarters may be used. Types of buildings that may be suitable for such purposes are fitness centers, warehouses, and hangars, provided toilets and showers are

available. In areas where CBRN threats exist and/or the climate is very cold or hot, the adequacy of personnel protection and the availability of heating and cooling systems in these facilities should be considered.
A17.7.8. . Family Housing: As a last resort, family housing units may be used to house transient people. In overseas areas where a NEO program is to be implemented in wartime to evacuate dependents and US citizens, using family housing is a viable way to provide housing for NEO evacuees. Such a plan will house incoming NEO families and unaccompanied personnel in family quarters vacated by families already evacuated. Families not yet evacuated may be asked to house NEO personnel in their quarters on a voluntary or even mandatory basis in wartime. Family housing should be used for transient unaccompanied personnel only when no other practical alternative exists. The wing commander will determine whether family housing will be used for lodging. In instances where a CBRNE threat exists and family housing is used for NEO operations, services personnel will distribute Shelter-In-Place procedures, describing how to transform the living quarters into a protective shelter until personnel can be evacuated. Refer to the NEO chapter of the BSP for additional information. Facilities under construction. For planning purposes, include facilities under construction and respective estimated completion dates.
NOTE: Lodging Priorities
The priority for lodging personnel is as follows:
Priority 1: Emergency capacity for all transient quarters
Priority 2: Commercial lodging/contract quarters
Priority 3: Emergency capacity in dormitories
Priority 4: Alternate permanent facilities
Priority 5: Family housing
Priority 6: Contingency Housekeeping Assets.

A17.8. Housing dormitories

A17.8.1. Provide the following housing dormitories facilities information (must provide the following information for each facility): facility number, billeting priority, designated use, normal occupancy (percent), distance to flight line, restrooms/shower (yes/no) and number of each, washers (yes/no), dryers (yes/no), and any housing dormitories facilities information remarks.

A17.8.2. Room Information

Table A17.1. Room Information Table

	Room Size (sq ft)	No. of Beds Per Room	Total No. of Rooms
Totals for all rooms			

A17.8.3. Provide the following capacity information: emergency sq ft per person, normal capacity (# people), and emergency capacity (# people).

A17.9. Housing Transient Quarters

A17.9.1. Provide the following transient quarters facilities information (must provide the following information for each facility): facility number, billeting priority, designated use, normal occupancy (percent), distance to flight line, restrooms/shower (yes/no) and number of each, washers (yes/no), dryers (yes/no) and any transient quarters facilities information remarks.

A17.9.2. Rooms Information.

Table A17.2. Housing Transient Quarters Table

	Room Size (sq ft)	No. of Beds Per Room	Total No. of Rooms
Totals for all rooms			

A17.9.3. Provide the following capacity information: emergency sq ft per person, normal capacity (# people), and emergency capacity (# people).

A17.10. Housing Emergency Quarters.

A17.10.1. Provide the following Emergency Quarters information: facility number, current use, billeting priority, useable space, emergency capacity, distance to flight line, restrooms/shower (yes/no) and number of each, washers/dryers (yes/no) and any emergency quarters information remarks.

A17.10.2. Provide the Emergency Capacity numbers.

A17.11. Housing Contract Quarters

A17.11.1. Provide the following Off-Base Contract Quarters information: off-base source or vendor name, distance from base, latitude/longitude, primary supplier (yes/no), days and hours of operation, POC information (name, DSN phone/fax, commercial phone/fax, mailing address), and any off-base contract quarters information remarks.

A17.11.2. Provide the days and hours of operation.

A17.11.3. Provide the following off-base housing information: billeting priority, number of billets, contract number, washers/dryers (yes/no).

A17.12. Family Housing

A17.12.1. Provide the following family housing facility information: unit type, billeting priority, washers/dryers (yes/no), and any family housing facility remarks.

A17.12.2. Units

Table A17.3. Family Housing Table

Useable Space	No. of Units	No. of Bathrooms

A17.12.3. Provide the following capacity information: emergency sq ft per person, normal capacity (# people), and emergency capacity (# people).

A17.13. Laundry Information. Consider the following laundry information when developing the BSP/ESP.

A17.13.1. Laundry Capabilities: Use the following planning factors for programming laundry support:

A17.13.1.1. Patients 32 pounds per patient per week.

A17.13.1.2. Medical Staff 32 pounds per person per week. NOTE: Only those staff members who come in direct biological contact with patients will have their uniforms laundered by Services. The following are planning factors to use when calculating laundry requirements for

EMED/AFTHs:
EMEDS - HRT 1088 lbs/week
EMEDS + 10 2208 lbs/week
EMEDS + 25 3608 lbs/week
58 bed AFTH 9280 lbs/week

A17.13.1.3. Organizational Bulk (sleeping bags, parkas, etc.) 10 pounds per person per week.

A17.13.1.4. Laundry programming: Air Force units should be provided from the following sources in the priority indicated, if available.

A17.13.1.5. Commercial contract.

A17.13.1.6. Other military facilities through joint agreements.

A17.13.1.7. Air Force industrial funded laundries.

A17.13.1.8. Bare base laundries (e.g., self-help laundries, UNIMAC, Containerized Batch Laundries or TFL) will be used in situations when above resources are not available or are insufficient to handle the workload. Manpower to operate self-help laundry units will be individual unit personnel. Prime RIBS personnel will operate organizational laundry activities.

A17.13.2. Laundry On-Base
A17.13.2.1. Provide the following on-base laundry facility information: facility number, facility type, number of washers, loads per hour per washer, total washing capacity, number of dryers, loads per hour per dryer, total drying capacity.
A17.13.2.2. Also include any on-base laundry facility remarks.
A17.13.3. Laundry Off-Base
A17.13.3.1. Provide the following off-base laundry source or vendor: source or vendor name, distance from base, latitude/longitude, primary supplier (yes/no), hours and days of operations, name, distance from base, latitude/longitude, primary supplier (yes/no), days and hours of operation, POC information (name, DSN phone/fax, commercial phone/fax, mailing address), and any remarks.
A17.13.3.2. Provide the days and hours of operation.
A17.13.3.3. Provide the following off-base laundry capacity: current capacity (# people), surge capacity (# people), and contract number.

A17.14. Recreation AAFES Operations: Exchange Operations. Provide detailed procedures and capabilities. Provide a listing of exchange facilities that are or will be available in support of the contingency operation. The list should address priority of operations, time-phased actions, and operations that will be curtailed, added, or changed. Include hours of operation. If applicable, address establishment of a field exchange (FE) for all personnel including Prisoners of War (POWs). Address personnel, vehicles, and fund requirements. For FE operations, include utility electric air-conditioning, water, phones, etc. requirements.

A17.14.1. Provide the following recreation AAFES operations information: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any AAFES operations information remarks.

A17.14.2. Provide the following recreation AAFES operations information: type facility (administrative office, main base exchange, shoppette, mini base exchange, barber shop, beauty salon, optical shop, dry cleaning etc). Provide policies, programs, services and activities for the AAFES facility listed. Provide detailed procedures and capabilities. Provide a listing of exchange facilities that are or will be available in support of the contingency operation. The list should address priority of operations, time-phased actions, and operations that will be curtailed, added, or changed. Include hours of operation. If applicable, address establishment of a FE for all personnel including POWs. Address personnel, vehicles, and fund requirements. For FE operations, include utility electric air-conditioning, water, phones, etc. requirements.

A17.15. Recreation and Fitness.

A17.15.1. Provide the following recreation & fitness support information: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any recreation & fitness support information remarks.

A17.15.2. Provide the following recreation & fitness information: policies, programs, services and activities for each recreation & fitness support facilities listed. Describe recreation and fitness support capabilities and requirements (such as weight lifting, intramural programs, gymnasium, library, equipment checkout, movie/TV rooms, tours, clubs, etc.) Provide a listing of recreation and fitness facilities that are, or will be available in support of the contingency mission. Identify normal capacity. Include programs, equipment, supplies, facilities, personnel and vehicles required as well as sources of supply. Identify any special guidance and procedures required. Be sure to include accountability of checkout equipment and supplies and source of funds (appropriated and non-appropriated).

A17.16. Equipment Information.

A17.16.1. Provide the following information for each piece of services equipment: function (services), equipment type, owner, use type, authorized quantity, and assigned quantity.
A17.16.2. Also include any equipment remarks.

A17.17. Material and Supplies.

A17.17.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, and unit of measurement.

A17.17.2. Also include any materials and supplies remarks.

A17.18. Personnel Information.

A17.18.1. Provide the following information for all services personnel: function (services), personnel type, job title, number required, and number available.

A17.18.2. Also include any personnel remarks.

A17.19. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A17.19.1. Provide total normal and emergency lodging capabilities.

A17.19.2. Facilities under construction. For planning purposes, include facilities under construction and respective estimated completion dates. Consider availability of toilets and showers.

A17.19.3. Total Laundry Capability (Base and Contract).

A17.19.4. Provide the total capacities for appropriated and non-appropriated funded facilities. This is the overall feeding capacity. Divide this number by three to identify the total personnel that can be supported on a daily basis.

A17.19.5. Describe mortuary support capabilities and search and recovery procedures.

A17.19.6. Identify primary mortuary facilities and personnel.

A17.19.7. Identify supplemental mortuary facility requirements.

A17.19.8. Identify primary mortuary contact points.

A17.19.9. Identify normal mortuary operating procedures.

A17.19.10. Storage Temp for Remains vs. Maximum Storage Time.

TEMP	STORAGE TIME
70 degrees +	1 day or less
60-70 degrees	1 to 3 days
40-45 degrees	3 to 6 days

A17.19.11. List any additional information appropriate for this function and not covered elsewhere.

A17.20. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A17.21. Food Service. Provide detailed procedures, capabilities, (if different than identified in Part I) and requirements to provide dining support to in-place, incoming, and transient forces, and noncombatants awaiting evacuation or onward movement. Identify available and required facilities, to include clubs, equipment, rations, and personnel, as well as sources of supply. Include troop issue operations. After coordinating with appropriate functional managers, prioritize the listing of food service facilities in the order that will support the plan. Appropriated and non-appropriated facilities should have the highest priority.

A17.22. From the TPFDD, determine the total base population (including US/Local National E-E, Key and Contingency Essential civilians) to be supported. In actual wartime, and especially at

isolated locations, 90% of meal cardholders and separate ration personnel may eat in base dining facilities. This planning factor is based on the base workload, number of hours people are on-base (if applicable), the security threat of the base, and consumption data (ref AFMAN 10-401, *Planning Formats And Guidance, Vol 2).*

A17.22.1. Compare the figure above with the total emergency feeding capacity calculated in Part I to determine if additional feeding support is required.

A17.22.2. If the base population to be supported is smaller than the emergency capacity, determine which facilities will be used, the number of hours of operations required, and include in the plan. If other than appropriated funded facilities are to be used, they will be operated as an appropriated funded facility and the base food service will be responsible for the management and will ensure the augmentation scheduled for the base food service is sufficient to support these facilities.

A17.22.3. If the base population exceeds the food service capability, review the appropriate TPFDD to determine if field kitchens are scheduled for the base. If they are, include the capability in the plan. Determine the number of people the field kitchens will support and compare against the shortage.

A17.23. Determine the amount of potable water required for each food service facility using their emergency capacity as a baseline. Use a figure of 10 gallons of water per person per day for each food facility. Transportation of emergency potable water is to be arranged through the BCE planner and reflected in the plan.

A17.24. Provide a list of rations sources, POCs for rations and plans on how to move rations from resupply point.

A17.24.1. State how initial requirements can be furnished. For example, initial requirements can be furnished from _____days supply on hand as follows:

A17.24.1.1. Operational Rations (MRE)- _____Rations.

A17.24.1.2. DECA Peacetime Operating Stocks (POS)- _____Rations.

A17.24.1.3. Appropriated Funded Stocks (Dining Hall)-_____Rations.

A17.24.1.4. Miscellaneous Stocks -_____ Rations.

A17.24.1.5. . Non-Appropriated Funded Stocks (MWR) programmed for NEO support (not to be included in available rations for OPLAN implementation).

A17.24.2. POCs/Phone Numbers for rations are as follows:

PRIMARY
ALTERNATE
DeCA
APPROPRIATE FUNDED (FOOD SERVICE)
AAFES
NONAPPROPRIATED FUNDED (MWR)
Plans and Integration (WRM)

A17.24.3. Movement of rations from resupply points will be accomplished by _____.

A17.25. Provide details about flight meals preparation location(s). Flight Meals. Flight meals will be prepared at _____ building, as required.

A17.26. List procedures for reimbursement if different from normal.

A17.27. Provide details about supplying rations for hospital patients. (Subsistence and facility planning should be based on providing three prepared meals per day to 90% of the patients in the Military Healthcare Facility (MHF), 100% of any convalescent patients and 100% of the aero medical staging facility (ASF) patient capacity. Ten percent (10%) of the MHF patients will not be receiving meals for health care reasons. Flight meals will be needed for AME patients based on the number of evacuees per day. Medical diet technicians determine and order medical unique rations items, and transport meals to medical facilities).

A17.28. Lodging Information. Determine the total number of people requiring lodging. (Using the latest approved all-services TPFDD, compute the following data that will be used to determine the total number of people requiring lodging. This formula does not take into account non-combatants awaiting evacuation or onward movement.)

(Add)
IN-PLACE FORCES*
INCOMING FORCES**

(Subtract)
DEPLOYING FORCES

(Equals)
TOTAL BASE POPULATION REQUIRING LODGING

(*Include personnel living off-base who, under contingency/wartime conditions, would require on-base lodging. Include E-E civilian employees remaining at the installation who would require on-base lodging. **By C-Day, include transiting forces that require temporary lodging.)

A17.29. Specify how housing services will be provided on a 24-hour basis in the order/sequence/priority of actions to be taken. Develop a plan/agreement to ensure that the civil engineers will provide personnel during the execution of this plan to issue keys for the buildings that they manage (dormitories, family housing, etc.).

A17.30. Describe how augmentation personnel will be used to expand sleeping areas, and provide 24-hour lodging and linen exchange service.

A17.30.1. During initial stages of plan implementation, the lodging NCOIC, the CES furnishings management supervisor, and civilian/local national personnel assigned to lodging will begin 12-hour shifts on a 24-hour basis, effective C-day.

A17.30.2. _____ military shift supervisors in lodging and local national/civilian temporary augmentees from other less essential base functions (specify) will be provided on C-day to assist in 24-hour a day lodging assignments, linen/bedding issues, and furnishings placement during initial stages of unit arrivals.

A17.30.3. _____personnel from (specify unit) will provide augmentation support (determine requirements IAW the AFPAM 10-243 *Augmentation Duties* program and the Personnel chapter of the BSP).

A17.30.4. _____augmentees (specify officer/enlisted grades) will be in-place no later than C+. Local national/civilian overhires will be employed to initiate and continue furnishings movement to facilities identified in Part I. SF Forms 52 will be prepared in advance and processed to CCPO on C-day for expedient hiring.

A17.30.5. Assignment of quarters. Personnel will process through the reception processing unit (RPU) (Bldg #). Lodging personnel will be under the direction of the RPU chief during this initial phase. Registration cards and linen/bedding accountability records will be sufficient to cover the programmed TPFDD flow of personnel. Number of officers and airmen will be pre-organized and assignments indicated in accordance with lodging, dormitories, and housing facilities planned per Part I. Room keys will be organized for issue for each facility (except for tents) per the "emergency capacity" in Part I. Base maps showing bed-down facilities (including emergency quarters and tent areas) and transportation routing from the RPU will be displayed at the registration point. Personnel will complete a registration card prior to key issue. Lodging personnel will mark locator cards with building number, room number, and phone number (if applicable), and issue initial linen/bedding. Special consideration will be given to aircrew members to maximize crew rest and to maintain aircrew integrity. This will be done by housing two crew members per room in vacant VOQ or VAQ room (see Part I).

A17.30.5.1. Officer and enlisted personnel room assignments will be made and keys issued at the RPU by lodging office and Civil Engineer dorm management or housing representatives. When possible, quarters assignments will be done with consideration of unit integrity.

A17.30.5.2. Lodging of medical personnel should be taken into consideration since immediate recall of hospital staffs to support mass casualty influxes from base attack and other locations is a real and constant concern. Such lodging should be as close to the hospital as is available. Medical personnel should also be housed together to afford quicker access and recall. This is not the case for Aero medical Crews, who should be housed with other AMC crews for alert access.

A17.30.5.3. Define lodging facilities requirements. The following outlines how and where the base population will be assigned lodging and what documentation is required. Assignments will be based on capacities and priorities in Part I. Rooms will contain only essential furnishings. Try to specify designated unit/occupant and the date the building will be required (by C-day per the TPFDD). Assign incoming personnel to rooms vacated by permanent party personnel deployed to other locations or evacuated under NEO, as required. Develop a plan for securing personal property left behind by all departing personnel and dependents to include designated storage facility and managing unit. Relocation of permanent party personnel and their personal possessions to accommodate and consolidate incoming personnel should be avoided.

Table A17.4. Officer Quarters (Example)

Bldg	# Rooms	Priority	Emerg Capacity	Design Unit	# Personnel	CDay	Occupied
405	8	1	40	18WG/LGS	30	C +2	75%

Table A17.5. Enlisted Quarters (Example)

Bldg	# Rooms	Priority	Emerg Capacity	Design Unit	# Personnel	CDay	Occupied
325	100	1	300	1 FW	17	C + 3	50%

Table A17.6. Contract Quarters (Example)

Bldg	# Rooms	Priority	Emerg Capacity	Design Unit	# Personnel	CDay	Occupied
Grand	34	2	34	4 FW/IM	17	C + 3	50%

Table A17.7. Dormitories (Example)

Bldg	# Rooms	Priority	Emerg Capacity	Usable Capacity	Design Unit	# Personnel	CDay	Occupied
31	50	3	100	50	355 WG/CE	40	C + 0	90%

Table A17.8. Emergency Quarters (Example)

Bldg	# Rooms	Priority	Emerg Capacity	Design Unit	# Personnel	CDay	Occupied
715	Fitness Center	4	140	924FG/LGM	30	C+1	21%

Table A17.9. Family Housing (Example)

Bldg	# Rooms	Priority	Emerg Capacity	Design Unit	# Personnel	CDay	Occupied
121	4 Units	5	40 %	301FW/OSS	10	C+2	25%

Table A17.10. Contingency Housekeeping Assets (Example)

Type	In Place	Priority	Emerg Capacity	Design Unit	# Personnel	CDay	Occupied
Harvest Eagle	1	6	550	442FW/CE	550	C+2	100%
PACAF House-Keeping	1	6	275	442FW/CE	275	C+2	100%
GPM*Tent	100	6	100	442FW/CE	10	C+2	10%
Beds** 100 Cots** 225							

NOTE: Coordinate in-place/due-in quantities with the WRM chapter of the BSP. Ensure in-place and projected assets accommodate the in-place and incoming forces based on the TPFDD.

*Include time-phased erection schedule, if applicable (coordinate with the CE chapter of the BSP).

**State intended place of use; e.g. dormitory, base fitness center, tent city, etc.

A17.31. Mortuary Affairs Information. Identify contract mortuary support: capability and search and recovery procedures, to include specific procedural modifications and additional detection/contamination control equipment requirements when operating in a CBRN contaminated environment. The Base Mortuary Affairs Plan, required by AFI 34-242, *Mortuary Affairs Program*, will form the basis of this attachment.

A17.32. Provide procedures for expanded operation.

A17.33. Identify direct support to Base MTF.

A17.34. State the procedures the base will use to recover and transport to temporary morgue or other collection activity. Identify the following.

A17.34.1. Procedures for base population to recover remains.

A17.34.2. Location of casualty collection points, mortuary collection points and actions taken when fatalities are delivered to each.

A17.34.3. Procedures for fatalities that cannot be recovered by the base.

A17.34.4. Location of mass burial sites and proposed layout.

A17.34.5. Procedures for handling contaminated remains.

A17.35. Describe any other supporting capabilities not covered elsewhere.

A17.36. Outline any capabilities/procedures that may differ during plan execution from what is in Part I. Outline the Mortuary Affairs reporting requirements to higher headquarters.

A17.37. Describe all shortfalls.

A17.38. Miscellaneous Notes. Include the following information in the miscellaneous notes section for any additional food service, lodging, mortuary affairs, and recreational areas.

A17.38.1. Food Service Shelter stocking. If appropriate for the threat, describe the shelter stocking plan for food items and water to include the basis for food stock/water calculations,

specific procedures and resources that will be used to deliver the stocks to shelters, timing of initial and resupply actions, accountability parameters and a sustainment assessment (without resupply). Ensure this information is cross referenced to the shelter assignment and capacity information contained in the CBRN BaS&E Chapter 11.

A17.38.2. Lodging unplanned arrivals (personnel) will be briefed at airfield management/ passenger terminal to report directly to the RPU, Bldg until terminated; then to lodging office, Bldg , for assignment to quarters. Normally, the number of unplanned personnel will not exceed the fallouts of planned personnel. Therefore, an additive planning factor is not required.

A17.38.3. Lodging use one officer to five enlisted and one female to ten male personnel as a planning factor when designating lodging facilities. AF policy in the housing of women in deployment situations states, "There is only one requirement which must be met in the housing for women in deployment situations: privacy in sleeping and bathing/latrine facilities. Exclusively separate quarters or bathing and latrine facilities are not essential. Bathing and latrine facilities can be scheduled on a time-sharing basis or with appropriate occupied/unoccupied signs; temporary makeshift partitions may be used to afford quarter's privacy. Environmental conditions and/or austere living accommodations cannot be considered limiting factors in the use of women in deployment situations. Women can function under the same environmental conditions and use the same existing facilities as men, including the most adverse and primitive." (Reference USAF WMP Volume I, Annex GG). To ensure the incoming number of personnel is current, coordination with base LGX should be performed and the date of coordination documented. Incoming officer and enlisted personnel will be assigned to designated emergency areas as shown in Part I. Consideration should be given to designation of separate areas for officer and enlisted, if feasible. Female personnel will be housed in separate facilities (where practical) as shown in Part I.

A17.38.4. Lodging Vehicles. (Coordinate within BaS&E Chapter 20 of the BSP) Unit Services personnel will plan vehicle requirements. Coordinate with unit VCO and the Vehicle Management Flight to ensure completeness prior to Vehicle Management consolidation of unit requirements for publication of the BSP. Vehicle Management, prior to their inclusion in the BSP, must approve all subsequent changes to vehicle authorizations, including WRM vehicles.

A17.38.5. Lodging Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. The installation must also have the ability to rapidly notify housed personnel of impending or actual force protection threats i.e., fires, bomb threats, imminent enemy attack, presence of contamination, etc. Services personnel must verify the adequacy of in-place notification systems (with assistance from Emergency Management, Communications, fire fighters, etc.) If the INWS is insufficient in personnel housing facilities, services personnel will work with Emergency Management and Communications personnel to develop work around mitigation measures. Coordinate with installation communications officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A17.38.6. Lodging. In areas where the CBRN threat warrants, services and emergency management personnel must jointly develop response procedures for instances where CB contamination adversely affects personnel housing facilities. This includes immediate response actions by off-shift personnel located in these facilities, relocation priorities and procedures/criteria, and techniques for verifying the safety of previously contaminated facilities. Describe the concept of operations for these activities. Cross reference this information to the material contained in the CBRN BaS&E Chapter 11. CRITICAL. RATIONALE: This vital area must be addressed as it is one of the largest unrealistic "simulations" associated with peacetime training and exercises. Non-preparedness for this probable event will result in unnecessary mission degradation and personnel injuries/fatalities.

A17.38.7. Laundry Support Programmed Arrivals vs. Available Laundry Capacity

Table A17.11. Sample Laundry Capacity.

	C+0	**C+1**	**C+2**	**C+5**	**C+10**
Current, average dormitory	920	920	920	920	920
Transient Quarters Population	1000	1000	1000	1000	1000
Additive Personnel	800	1200	2000	2500	2600
Total Personnel	2720	3120	3920	4420	4520
Total Individual Laundry Requirement (lbs/day)*	6606	7577	9520	10734	10977
No. of medical patients & staff	20	40	100	220	250
Total Organizational Laundry Requirement (lbs/day)**	3977	4640	6057	7320	7600
Grand Total Laundry Requirement (lbs/day)	10583	12217	15577	18054	18577

* Total personnel X (17 lbs/person/week)/(7 days/week)
** Total personnel X (10 lbs/person/week)/(7 days/week) + Medical patients & staff X (32 lbs/person/week)/(7 days/week).

A17.38.8. Mortuary Affairs. Include location and marking requirements associated with temporary morgues and mass burial sites; proposed layout, required detection/contamination control equipment, and detailed procedures for handling contaminated remains. Describe the interface between Mortuary Affairs personnel and the medical community (in regards to certification of death) for both contaminated and uncontaminated remains. Outline the interface between Mortuary Affairs personnel and Emergency Management/CBRN reconnaissance personnel in regards to CBRN contamination monitoring and/or provision of specialized training. Specify the role the installation Mortuary Affairs activity plays in the overall theater Mortuary Affairs program e.g., it is or supports the theater Mortuary Affairs Decontamination Collection Point. Identify contract mortuary support.

A17.38.9. Mortuary Affairs. Describe the procedures for transferring contaminated and uncontaminated remains to the theater Mortuary Affairs Collection Point.

A17.38.10. Recreation Outline any capabilities/procedures that may differ during OPLAN execution than what is identified in Part I.

Attachment 18

MEDICAL (BAS&E CH 16)

Note: This chapter is prepared by the Medical Readiness Officer/NCO (MRO/MRNCO) on behalf of the Medical Group Commander. This chapter should include description of events needed to support the most stringent scenario expected to impact the base medical services. Part I is an unclassified document outlining Military Treatment Facility (MTF) capabilities. Part II, a classified document, will detail OPLAN requirements and provide information to base forces during contingency situations. The chapter is intended to provide general information and should not duplicate specific information contained in other medical plans. It describes the support requirements to operate medical units in support of local mission and theater joint medical operations.

A18.1. Office Information.

A18.1.1. Provide office information for both the primary and alternate facilities for all Medical offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A18.1.2. Determine whether the Primary Medical Control Center (MCC) is centrally located within the ECC.

A18.2. On-base Medical Facilities: include Military Treatment Facility, AF Theater Hospitals (AFTH), Expeditionary Medical Support System (EMEDS), Medical Augmentation UTCs (e.g. Hospital Surgical Expansion Package, Surgical Augmentation Team) and Air Transportable Clinics (ATC).

A18.2.1. Provide the following for each on-base medical facility: facility number, facility type, DSN phone, commercial phone, evacuation area distance, distance to flight line, aero medical staging facility, in-patient care (yes/no), out-patient care (yes/no) and remarks.

A18.2.2. Provide the following General Services for each on-base medical facility: meal preparation/delivery: (yes/no), housekeeping services (yes/no), laundry services (yes/no), patient weapons storage (yes/no).

A18.2.3. Provide the following capacity information for each on-base medical facility Medical Wards/Units: type of unit (ex: medical/ surgical/ ICU/ CCU/ isolation/ psychiatric/ holding unit/ other etc) normal capacity, extended capacity, and total capacity for all units.

A18.2.4. Provide the following capacity information for Operating Room and Special Facilities for each on-base medical facility: number of operating rooms, altitude chamber (yes/no), hyperbaric/dive chamber (yes/no).

A18.2.5. Provide the following Surgical Specialties information for each on-base medical facility:

Cardiac: (yes/no)
General: (yes/no)
Neuro: (yes/no)
Orthopedic: (yes/no)
Thoracic: (yes/no)

Urology: (yes/no)
Vascular: (yes/no)

A18.2.6. Provide the following Clinical Specialties information for each on-base medical facility:

Cardiology: (yes/no)
Dermatology: (yes/no)
ENT: (yes/no)
Flight Medicine: (yes/no)
Internal Medicine: (yes/no)
Neurology: (yes/no)
Primary Care: (yes/no)
OBGYN: (yes/no)
Ophthalmology: (yes/no)
Optometry: (yes/no)
Orthopedics: (yes/no)
Pathology: (yes/no)
Pediatrics: (yes/no)
Pulmonary: (yes/no)
Psychiatric: (yes/no)
Urology: (yes/no)

A18.2.7. Provide the following Ancillary Specialties information for each on-base medical facility:

Public Health: (yes/no)
Bioenvironmental Engineering: (yes/no)
Laboratory: (yes/no)
MRI: (yes/no)
Pharmacy: (yes/no)
X-Ray: (yes/no)

A18.2.8. Provide the following Dental Specialties:

General: (yes/no)
Oral Surgery: (yes/no)

A18.2.9. Provide the following Emergency Medical Services information for each on-base medical facility:

Crash/Fire Phone System: (yes/no)
Crash Response Ambulances: (yes/no)
Emergency Room: (yes/no)
Medical Ambulances: (yes/no)

A18.3. Off-base Medical Facilities

A18.3.1. Provide the following Off-Base Medical Facilities Information: facility number, facility type, operator, DSN phone, commercial phone, mailing address, in-patient care (yes/no), out-patient care (yes/no), housekeeping (yes/no), laundry (yes/no) and any off-base medical facilities information remarks.

A18.3.2. Provide the following Off-Base Medical Facilities Travel Information: air-evacuation 1-way travel time, ambulance 1-way travel time, distance from base: miles and route information.

A18.3.3. Provide the following Off-Base Medical Facilities Wards/Units: type of unit: medical/ surgical/ ICU/ CCU/ isolation/ psychiatric/ holding unit/ other normal capacity, extended capacity, and total capacity for all units.

A18.3.4. Provide the following Off-Base Medical Operating Room/Special Facilities: number of operating rooms, altitude chamber (yes/no), and hyperbaric/dive chamber (yes/no).

A18.3.5. Provide the following Off-Base Medical Surgical Specialties:

Cardiac: (yes/no)
General: (yes/no)
Neuro: (yes/no)
Orthopedic: (yes/no)
Thoracic: (yes/no)
Urology: (yes/no)
Vascular: (yes/no)

A18.3.6. Provide the following Off-Base Medical Clinical Specialties:

Cardiology: (yes/no)
Dermatology: (yes/no)
ENT: (yes/no)
Flight Medicine: (yes/no)
Internal Medicine: (yes/no)
Neurology: (yes/no)
Primary Care: (yes/no)
OBGYN: (yes/no)
Ophthalmology: (yes/no)
Optometry: (yes/no)
Orthopedics: (yes/no)
Pathology: (yes/no)
Pediatrics: (yes/no)
Pulmonary: (yes/no)
Psychiatric: (yes/no)
Urology: (yes/no)

A18.3.7. Provide the following Off-Base Medical Ancillary Specialties:

Public Health: (yes/no)
Bioenvironmental Engineering: (yes/no)
Laboratory: (yes/no)
MRI: (yes/no)
Pharmacy: (yes/no)
X-Ray: (yes/no)

A18.3.8. Provide the following Off-Base Medical Dental Specialties:

General: (yes/no)
Oral Surgery: (yes/no)

A18.3.9. Provide the following Off-Base Medical Emergency Medical Services:

Emergency Room: (yes/no)
Crash Response Ambulances: (yes/no)
Medical Ambulances: (yes/no)
Helicopter evacuations. capacity: (yes/no)

A18.4. Helicopter Support.

A18.4.1. Provide the following Helicopter Support Information: organization/unit, location, DSN phone, commercial phone, and any helicopter support information remarks:

A18.5. In-Place AE Assets.

A18.5.1. Provide the following In place AE Assets Information: organization/unit, facility number, DSN phone, commercial phone, and in place AE assets information remarks.

A18.5.2. Provide the following AE Personnel Information: job title (Flight surgeon/ flight nurse/ aero medical technician/ aero medical specialist) and quantity.

A18.5.2.1. Provide the following AE Aircraft. Aircraft type, litter capacity, and number of aircraft.

A18.6. Casualty Collection Points.

A18.6.1. Provide the following casualty collection point information: facility number, DSN phone, commercial phone, and any casualty collection point information remarks.

A18.7. On-Base Blood Support Facilities.

A18.7.1. Provide the following on-base blood support facilities information for Blood Transshipment Centers, (BTC) Blood Donor Center (BDC), Blood Supply Units (BSU), and Blood Product storage locations: Facility number, facility type. DSN phone, commercial phone and any on-base blood support facilities remarks.

A18.8. Off-base Blood Support Facilities.

A18.8.1. Provide the following Off-base Blood Support Facilities Information for Blood Transshipment Centers (BTC), Blood Donor Center (BDC), Blood Supply Units (BSU), and Blood Product storage locations: Facility number, facility type, distance from base, DSN phone, commercial phone, mailing address, point of contact name, and any off-base blood support facilities remarks.

A18.9. Equipment Information.

A18.9.1. Provide the following information for each piece of medical equipment: function (medical), equipment type, owner, use type, authorized quantity, assigned quantity, and any equipment remarks.

A18.10. Material and Supplies.

A18.10.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement, and any materials and supplies remarks.

A18.11. Personnel Information.

A18.11.1. Provide the following information for all medical personnel: function (medical), personnel type, job title, number required, number available, and any personnel remarks.

A18.12. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A18.12.1. References: List references used in preparation of this chapter. If the plan supports other collocated operating locations, the BSP for these bases must also be listed as a reference.

A18.12.2. Include all transportation assets.

A18.12.3. Include all communications.

A18.12.3.1. Identify in-place communication capability available at the MTF.

A18.12.3.2. Intra-Base Radio Nets. Base-level communications; i.e., LMR and Scope Shield II assets with assigned frequencies.

A18.12.3.3. Pacer Bounce Radios (URC-119). Indicate location of radio and whether the encryption device, KY65, is available.

A18.12.3.4. STE availability and their respective numbers.

A18.12.3.5. VOSIP availability and their respective numbers.

A18.12.3.6. Data FAX capability with numbers.

A18.12.3.7. Units should consider deploying with International Maritime Satellite Communications (IN MAR SAT).

A18.12.4. Include Information Systems capability.

A18.12.4.1. List computer systems available (i.e., AQCESS, CHCS, Personal Computers, etc.).

A18.12.4.2. Identify DDN/E-mail and Internet access capability with key functional addressees (Commander, Medical Control Center, etc.).

A18.12.5. List any additional information appropriate for this function and not covered elsewhere.

A18.13. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A18.14. References: List references used in preparation of this chapter that were not previously listed in Part I.

A18.15. Summarize the medical mission in support of the base's mission during contingency operations (Wartime Mission Statement) to include:

A18.15.1. All Unit Type Codes (UTC). Refer to unit Designed Operational Capability (DOC) statement or UTA for unit taskings.

A18.15.2. WRM activation responsibilities. Refer to unit DOC statement.

A18.16. List assumptions that have an impact on the MTF's ability to perform its wartime mission.

A18.17. Describe anticipated medical support requirements for battle injuries, disease, non-battle injuries, and outpatient services. Address casualty movement to include full procedures and responsibilities.

A18.18. Indicate whether or not the MTF will be relying on manpower from the Base Manpower Pool (READY), or how the MTF is supporting the base with manpower, if applicable.

A18.19. Indicate the readiness status of all alternate facilities that will be available to medical operations. Identify all alternate and/or expansion facilities (to include isolation and quarantine facilities for use under the installation Disease Containment Plan [DCP]). List all additional base buildings identified to support medical operations by name, number, and square footage. If any unique requirements exist, such as climate control, indicate this as well.

A18.20. Identify re-supply method MTF will rely upon for equipment/supply.

A18.21. Identify the availability of medical Wartime Host Nation Support (WHNS), if applicable.

A18.22. Identify all base support requirements: Identify all requirements to support the base keeping in mind the increase and changed composition of the base population. Consider how incoming resources will be used. Documentation of agreement for support will be maintained by MRO and updated annually.

A18.23. Determine support requirements for high altitude/compression chamber requirements for reconnaissance aircraft/crews. If support requirements exist, contact supporting Air Force medical logistics personnel to determine how such medical care will be rendered (equipment, contract, or AME.)

A18.24. Determine lodging requirements for medical augmentation personnel.

A18.25. Determine POL Requirements for medical forces: Determine type, quantity, resupply schedule based on incoming medical forces; consider incoming generators, vehicles, field stoves, LOX needs, etc., for inclusion in BaS&E Chapter 19.

A18.26. Determine Engineer Support Requirements for medical forces. Ensure requirements are included in BaS&E Chapter 20. Summarize facility space, utility, and refuse disposal requirements for incoming ATH/ATCs. Examples of these include, but are not limited to:

A18.26.1. Heat, water, and electricity requirements.

A18.26.2. Emergency back-up power requirements.

A18.26.3. Oxygen/vacuum lines requirements.

A18.26.4. Tent sites for incoming EMEDS/AFTH/ATCs. Consider the following when selecting and determining site requirements.

A18.26.4.1. Determine if space is adequate? Is site level and well drained? Is there room for EMEDS/ AFTH expansion, if required?

A18.26.4.2. Determine if potable water is available.

A18.26.4.3. Determine if electricity is available.

A18.26.4.4. Determine if waste disposal procedures have been established.

A18.26.4.5. Determine if adequate roads are available.

A18.26.4.6. Determine if there is an area for erection of a radio antenna.

A18.26.4.7. Determine if latrines are available close by.

A18.26.4.8. Determine if flightline access is needed.

A18.27. Determine food service support for medical forces and patients. Identify requirements for food service support of patients and incoming medical forces to include procedures for the preparation and delivery of regular and special patient meals. Ensure these requirements are included in BaS&E Chapter 15.

A18.28. Specify communications needs: Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A18.29. Identify support required from CE:

A18.29.1. Biological Waste Disposal. Identify biological waste disposal requirements. Include these requirements in BaS&E Chapter 20.

A18.29.2. Water and Laundry Requirements. Identify water requirements and provide to the Civil Engineer. Provide laundry requirements (including bloody and contaminated linen) to base services for inclusion in BaS&E Chapter 20.

A18.29.3. Operating and Emergency Room Drainage. Identify drainage requirements for wastewater from operating and emergency rooms and provide to Civil Engineering for inclusion in BaS&E Chapter 20.

A18.30. Identify security requirements. If arming of medical personnel is authorized, numbers and types of weapons/ammunition need to be listed as well as storage requirements. If arming is not authorized, security requirements must be identified by number of personnel required. Protection against enemy infiltrators is paramount and the security of medical facilities, patients, and personnel must be identified to Security Forces planners and necessary support listed in BaS&E Chapter 31.

A18.31. Provide a list of necessary forms to support 30 days of wartime use. These should include but are not limited to admission, emergency treatment, nursing, ancillary service request (lab, x-ray) and AME forms. Forms requirements for COBs and BBs should be identified to Base Information Management.

A18.32. Describe support required for removal of the dead from medical treatment facility: the interface between medical personnel and the Mortuary Affairs operation in relation to certification of deaths, and ensure these requirements are listed in Chapter 15. Ensure that

CONOPS clearly states that casualty remains will not be brought to MTF, EMEDS, AFTH, ATC or casualty collection points, if required.

A18.33. Identify the concept of management of injured/sick Enemy Prisoners of War (EPWs). EPWs must be afforded all the care, compassion and courtesies as well as protection granted under Geneva Convention for the Amelioration of the Wounded and Sick in Armed Forces in the Field (GWS-1949). This paragraph should identify the basic concept for management of these patients. It should include special holding arrangements (if warranted), protection, discharge planning, interrogation/ intelligence gathering and evacuation arrangements. It should also describe unit procedures for the issuance/administration of CB pre-treatment and/or self-aid buddy care (SABC) items in regards to EPWs. Locations of EPW camps and hospitals should be known as well as host nation support for transportation to these locations.

A18.34. Identify support requirements for Medical Noncombatant Evacuation Operations (MEDNEO). Identify support requirements such as NEO screening areas and MEDNEO aero-medical staging locations. Concept of operations for MEDNEO should be contained in the medical portion of the base's NEO plan.

A18.35. Describe procedures for providing medical support in a CBRN environment. Include consideration of impacts on the medical support function that would result from operations in a CBRN environment. Include medical capabilities and potential requirements to diagnose and treat injuries resulting from CBRN environments. Describe the effect CBRN contamination has on the triage and patient treatment systems, specialized detection equipment requirements, and any modified procedures required for medical operations in a sustained CBRN contamination environment. Also, include medical impacts and capabilities to provide detection support for suspected water/food contamination. Include requirements for self-aid buddy care and agent pre-treatment/antidotes to include issuance instructions (pre and post deployment). Describe the methodology used to determine when/if pre-treatment measures will be recommended to the commander and how work-rest cycle recommendations will be developed for CB operations in protective ensembles. Include or cross reference procedures associated with resupplying personnel being returned to duty with individual protective equipment.

A18.36. Indicate method of class VIII resupply and base support requirements for medical supply/maintenance to include:

A18.36.1. Medical maintenance agreements for non-medical equipment.

A18.36.2. Oxygen system support.

A18.36.3. Real property maintenance.

A18.37. Describe logistics support requirements for BDC/BTC/BSU as applicable.

A18.37.1. Describe aerial port responsibilities in preparation for receiving and shipping blood, which includes the early notification of pallet arrivals, quick delivery and re-palletization.

A18.37.2. Determine transportation requirements to support BTC operations. Is the base Transportation Control Center aware transportation requirements for blood delivery by ground transportation may be required often?

A18.37.3. Identify levels of equipment and supplies available to support BDC/BTC operations for 30 days.

A18.38. Describe unit's role in regulating patients in and out of the facility.

A18.39. Provide a medical intelligence summary outlining special medical requirements for personnel deploying to your base. Areas that should be considered include:

A18.39.1. Medical requirements for aircrews.

A18.39.2. Information on local climate, demography, and host nation public health.

A18.39.3. Weather, sundries, special clothing, and preventative measures.

A18.39.4. Briefing incoming medical forces on medical intelligence.

A18.40. Describe all shortfalls.

A18.41. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A18.41.1. Incoming Medical Assets: List incoming assets identified in the Time Phase Force Deployment Data (TPFDD) by UTC, unit type name and required delivery date (RDD). (The following is an example):

Table A18.1. Sample TPFDD Medical Assets List

UTC	DESCRIPTION	RDD	# PERS	S/TONS	UNIT/LOCATION
FFGKA	50 BED EQUIPMENT ATH	C010	0	53	77 MG/NOWHERE AFB, TX
FFGK5	50 BED MED CORE ATH	C010	43	0	9 MG/ANYWHERE AFB, NY

(Indicate that detailed information regarding the above taskings can be found in the Medical Treatment Facility's (MTF) Medical Contingency Response Plan (MCRP).)

A18.41.2. Vehicle Requirements.

A18.41.2.1. Vehicle Unit OPRs will plan vehicle requirements and coordinate with unit VCO and the Vehicle Management and Analysis Element to ensure availability prior to vehicle management’s consolidation of unit requirements for publication in the BSP. Vehicle Management, prior to their inclusion in the BSP, must approve all subsequent changes to vehicle authorizations, including WRM vehicles.

A18.41.2.2. Cross reference to BaS&E, Chapter 20 and roll up total identified transportation requirements. Determine requirements for forklifts and trailers for ground movement of EMEDS and ATCs from the aerial port to the site. Also determine requirements for forklifts to position AFTH assets.

A18.41.3. Personnel Support Requirements: Should shortfalls exist, they should be noted and attempted to be satisfied through the Base Resource Augmentation Duty (READY) program. This is especially true in the case of non-medical related jobs or those, which permit simple cross-training of non-medical personnel. Examples of these include, but are not limited to:

A18.41.3.1. Ambulance/Ambus driver.

A18.41.3.2. Casualty Collection Point Manpower, if applicable, as dictated by local policies and procedures.

A18.41.3.3. Medical Control Center.

A18.41.3.4. Litter Teams/Patient Retrieval Teams.

A18.41.3.5. Contamination Control Teams. Develop capability to provide contamination control by establishing decon teams, equipment and procedures IAW AFI 10-2501 *Air Force Emergency Management (EM) Program Planning and Operations.*

A18.41.3.6. Shelter Teams.

A18.41.3.7. Security Teams.

A18.41.3.8. Blood Donor/Transshipment Teams.

A18.41.3.9. Medical Logistics Teams.

A18.41.4. Aero medical Evacuation. Remember that with the exception of Aero medical Evacuation Control Team (AECT), most tactical AE units are mobile and may be planned to arrive at an air base only for staging purposes. Theater AECT will dictate their final destination based upon the tactical situation and progress of the war or buildup period.

A18.41.4.1. Resource Requirements. Tactical AE units provide not only deployment but also are somewhat self sufficient. Other AE assets, especially crews and strategic AE ground support elements, require prepositioned assets. Such resources must be planned.

A18.41.4.2. Buildings for Squadron Operations. These buildings should include space for AE.

A18.41.4.2.1. Command Section and Orderly Room.

A18.41.4.2.2. Control Center.

A18.41.4.2.3. Crew Briefing Rooms.

A18.41.4.2.4. Crew Alert Rooms.

A18.41.4.2.5. Supply and Equipment Maintenance.

A18.41.4.2.6. Vehicle Parking.

A18.41.4.2.6.1. Vehicles: The following are minimal requirements to support a strategic AE location.

A18.41.4.2.6.1.1. Pickups – Two.

A18.41.4.2.6.1.2. Step Vans – Two.

A18.41.5. Communications: The AE unit should be provided handheld radios from the host AMC element for AE mission launch and recovery duties. Ensure the base Communications Officer is aware High Frequency (HF) radios will be operated by AE Control Centers, liaison teams or Mobile AME Staging Facilities.

A18.41.6. Medical Resupply and Equipment Maintenance: Resupply of AE contingency kits along with storage should be planned well in advance of a contingency. Maintenance on AE equipment should also be planned.

A18.41.7. POL. Fuels support to AE units include:

A18.41.7.1. Vehicles.

A18.41.7.2. Generators.

A18.41.7.3. LOX (for Portable Therapeutic Liquid Oxygen Converters).

A18.41.8. Meals: Ensure Services Squadron is made aware box lunches or MREs may be required for patients being evacuated if the missions go past their feeding period.

A18.41.9. Administration Logistics: Ensure available administrative supplies and equipment are made available to these units. Typewriters or even small computers should be available as well as office supplies. These units do not normally bring such items.

A18.41.10. Be prepared to submit the following reports:

A18.41.10.1. Medical Report for Emergencies, Disasters and Contingencies.

A18.41.10.2. Commander's Situation report (SITREP).

A18.41.10.3. Bed Status.

A18.41.10.4. Blood Reports.

A18.41.10.5. Medical Regulating.

A18.41.10.6. Morbidity/Mortality Report.

A18.41.10.7. Disease Non-Battle Injury (DNBI) – IAW AFI 41-106, *Medical Readiness Program Management.*

Attachment 19

INTELLIGENCE (BAS&E CH 17)

PART I:

A19.1. General Questions.

A19.1.1. Identify intelligence requirements for the local mission.

A19.1.2. Identify the concept of operations for intelligence.

A19.1.3. Provide a situational assessment (characteristics of the area, weather, terrain etc).

A19.1.4. Identify existing base capabilities and intelligence activities (staff support and assigned personnel).

A19.1.5. Describe procedure and restrictions for release of classified material.

A19.1.6. Identify requirements for Special Security Office (SSO) and Joint Worldwide Intelligence Communications System (JWICS) network access to include manpower authorizations for SSO security specialists and JWICS Systems Administration, Client Support Administration, and Information Assurance manager/officer staff.

A19.2. Office Information.

A19.2.1. Provide office information for both the primary and alternate facilities for all intelligence offices: organization, description, facility number, DSN phone/fax, commercial phone/fax, and remarks.

A19.3. Facility Information.

A19.3.1. Provide the following information for all intelligence facilities: facility number, facility size, classified storage (yes/no), and any intelligence facilities remarks.

A19.4. Personnel Information.

A19.4.1. Provide the following information for all intelligence personnel: function (intelligence), personnel type, AFSC, job title, number required, number available, and any personnel remarks for the type of organizations to be deployed at the base.

A19.5. Equipment Information.

A19.5.1. Provide the following information for each piece of intelligence equipment: function (intelligence), equipment type, owner, use type, authorized quantity, assigned quantity, and any equipment remarks.

A19.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A19.6.1. List any additional information appropriate for this function and not covered elsewhere.

A19.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A19.8. Identify the senior intelligence officer's assessment of requirements based on projected base activities/mission, population, and threat.

A19.9. List any assumptions essential to continue planning.

A19.10. Summarize organizational command and control relationships existing under OPLAN execution.

A19.11. Describe intelligence requirements to support base activities/mission, and force protection, including detailed assessments and information gathering efforts in support of CBRN(E) passive defense activities. Describe equipment and/or personnel exploitation roles and responsibilities in regards to the acquisition of enemy CBRN(E) delivery systems, individual personnel equipment, knowledge of enemy vaccination program, etc.

A19.12. Identify intelligence tasks of subordinate organizations.

A19.13. Describe the unit's ability and procedures to provide information on secure communications network, secure storage requirements, means to obtain maps, charts, and geodesy material, escape and evasion materials, supplies, and targeting materiel.

A19.14. Indicate if the current unit facility(s) is adequate for the additional personnel arriving and indicate any additional requirements, to include tactical special compartmented information facilities (T-SCIF). Coordinate with COCOM if necessary.

A19.15. Identify communication needs and the system that units will deploy. Identify the systems units will deploy and specify unique system needs, such as increased power or cooling requirements. These communication requirements should include the capability to support multiple intelligence work centers (wing intelligence, squadron intelligence, Command Post, Alternate Command Post, etc.). Identify communication needs including radios, frequencies, bandwidth requirements, number of telephone lines and secure telephone equipment requirements. Coordinate communication requirements with the base communication squadron for consolidation in BaS&E Chapter 30.

A19.16. If backup plans for system or communication failures exist, identify these options, and any requirements for the deploying units.

A19.17. Describe shortfalls.

A19.18. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A19.18.1. Contact the base plans and integration function to determine OPLAN taskings for the unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit (include UTC and RDD). Ensure all UTCs containing intelligence personnel are included in this listing as operations, or 3-series UTCs, and OSS, or XFP-series UTCs, often contain intelligence personnel which are not identified in intelligence only listing.

A19.18.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to the consolidation of wing requirements

for publication into BaS&E Chapter 20. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles.

A19.18.3. After comparing capabilities against OPLAN requirements, identify any LIMFACs on an AF Form 4006, *Unit Deployment Shortfalls,* and submit them to the plans and integration function for review by the BSPC. All LIMFACs should be treated a classified to the level of the originating document (e.g., a SECRET DOC statement/TPFDD would render the AF Form 4006 SECRET).

A19.18.4. List any additional information appropriate for this function and not covered elsewhere.

Attachment 20

MATERIEL MANAGEMENT (BAS&E CH 18)

PART I:

A20.1. Office Information.

A20.1.1. Provide office information for both the primary and alternate facilities for all materiel management offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A20.2. Indoor Storage Facility.

A20.2.1. Provide the following information for each indoor storage facility: facility number, warehouse number, DSN phone, commercial phone, number of loading ramps, and distance to flightline. Check availability of the following: mechanized warehouse system, sprinkler/fire suppression system, climate controlled systems , number of offices, number of restrooms, and breakroom. Include warehouse door information, number and type of doors, including opening height and width. Include warehouse storage areas information: type of area (general, pilferable, weapons, refrigerated, classified and hazardous), total and available area, total and available volume, and any indoor storage facilities. Remarks are to include emergency power capabilities for each indoor storage facility.

A20.3. Outdoor Storage Areas.

A20.3.1. Provide the following information for each Outdoor Storage Area: warehouse number, location, surface type (asphalt, concrete-portland cement etc), distance to flightline, covered (yes/no), fenced (yes/no), lighting (yes/no), drive-thru access (yes/no), overall length, overall width, total area, available area, and any outdoor storage area remarks.

A20.4. Supplemental Storage Facilities.

A20.4.1. Provide the following information for each Supplemental Storage Facility: facility number, facility type, available storage volume, available storage area, DSN phone, commercial phone, distance to flightline, point of contact, and any supplemental storage Facility remarks.

A20.5. Off-Base Storage Facilities.

A20.5.1. Provide the following information for each Off-Base Storage Facility: source/agency name, distance from base, DSN phone, commercial phone, available storage are, available storage volume, point of contact name, mailing address and any off-base storage facilities remarks.

A20.6. Personnel Information.

A20.6.1. Provide the following information for all Materiel Management personnel: function (supply), personnel type, job title, number required, number available, and any personnel remarks.

A20.7. Equipment Information.

A20.7.1. Provide the following information for each piece of materiel management equipment: function (Materiel Management), equipment type, owner, use type, authorized quantity, assigned quantity, and any equipment remarks.

A20.8. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A20.8.1. Describe materiel management support procedures, requirements, and capabilities.

A20.8.2. Describe procedures for initial and follow-on aircraft support; main base support for satellite, bare, and collocated operating bases, and describe lateral support procedures, including locations from which materiel management may be obtained.

A20.8.3. Identify other service, contractor, and host nation sources of support.

A20.8.4. Describe supply computer support: Include alternate processing sites, computer outage (degraded operations) procedures, requirements for additional computer support, and key points of contact. Identify remote device locations.

A20.8.5. Ensure necessary telecommunications service requests have been forwarded to the supporting communications activity. Describe materiel management support when computer support is not available. Include materiel requisitioning and customer support.

A20.8.6. Identify to the deployed communications activity the number and location of computer workstations which require ES-S connectivity via the Local Area Network.

A20.8.7. Identify the nearest property disposal facility and describe required procedures.

A20.8.8. Identify applicable stock record accounts.

A20.8.9. Describe procedures for turn-in and rapid evacuation of reparable assets.

A20.8.10. Describe plans for dispersing critical spares, equipment, and work centers. (See AFMAN 23-110, *Basic USAF Supply Manual*, Vol. II, Part Two, Chapter 19 for WRM assets.) As part of this description, outline the projected availability of CBRN individual protective equipment in relation to established authorizations, specific procedures (developed with CE Emergency Management) for retrieving if necessary one CBRN ensemble from individuals who were issued two complete ensembles (for use/reissue at installation toxic free areas), and shelter stocking/restocking procedures.

A20.8.11. List any additional information appropriate for this function and not covered elsewhere.

A20.9. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A20.10. Summarize the materiel management mission during plan execution. Summarize the materiel management mission during OPLAN execution. Include policies, procedures, and guidance that may differ from those identified in Part I. If the threat warrants, include specific guidance on how Materiel Management personnel will receive and input information concerning CBRN contaminated assets into the Air Force Equipment Management System (AFEMS).

A20.11. List assumptions essential to making this plan successful.

A20.12. Summarize organizational command and control relationships existing under plan execution.

A20.13. Identify those supply functions that will be discontinued, limited or performed through the use of degraded operations.

A20.14. Describe procedures for initial and follow-on aircraft support; main base support for satellite, bare, and collocated operating bases; and describe lateral support procedures, including locations from which materiel management may be obtained.

A20.15. Identify any existing support agreements from which contingency support may be derived and any support agreements that should be consummated.

A20.16. Describe procedures for issue, delivery, and replenishment of WRM. Identify OPR and distribution/coordination requirements for wartime consumable distribution objective (WCDO).

A20.17. Describe procedures for integrating incoming forces into the materiel management organization. Identify applicable stock record accounts and procedures to obtain organizational account codes.

A20.18. Consider if the current unit facility(s) is adequate for the additional personnel arriving and indicate any additional requirements.

A20.19. Specify communications needs and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A20.20. Describe all shortfalls. Document all facility and infrastructure shortfalls and forward for consideration and LIMFAC mitigation planning.

A20.21. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A20.21.1. Contact the unit plans function to determine OPLAN taskings for the unit. From that OPLAN's TPFDD, list numbers of personnel deploying to and from the unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)).

A20.21.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to the consolidation of wing requirements for publication into BaS&E Chapter 20. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles.

A20.21.3. After comparing capabilities against the OPLAN requirements, identify any LIMFACs on an AF form 4006 and submit them to the Plans and Integration function for review by the BSPC. All LIMFACs should be treated as classified to the level of the originating document.

A20.21.4. List any additional information appropriate for this function and not covered elsewhere.

Attachment 21

PETROLEUM, OIL AND LUBRICANTS (BAS&E CH 19)

PART I:

Note: This chapter is prepared for Petroleum, Oil and Lubricants to identify fuel capabilities (type/quantity of fuel available and type/quantity required, individual fuel tank capacities by grade, locations, storage and dispensing systems, cryogenic facilities etc.). Include a base refueling plan showing routes and schedules.

A21.1. Office Information. Provide information for both the primary and alternate facilities for all POL offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A21.2. Bulk Fuels Storage Areas.

A21.2.1. Provide the following information for all Bulk Fuels Storage Areas: bulk fuel storage area name, distance to flightline, average drive time to flightline, general location, average turnaround time, minute's measurement basis for average turnaround time and any bulk fuels storage area remarks. If contract operated, include normal duty hours and standby/emergency capabilities.

A21.2.2. Provide the following information for all Bulk Fuels Storage Fillstand Facility: fillstand number, facility number, connect/disconnect time, measurement basis for connect/disconnect time, maximum refills simultaneously, measurement basis for maximum refills simultaneously. Provide fillstand outlets information: grade of fuel, number of fillstand outlets, rated output, and actual output.

A21.2.3. Provide the following information for Bulk Fuels Storage Tanks: facility number, tank number, type of tank, grade of fuel, maximum inventory, useable storage capacity, minimum inventory.

A21.3. Hydrant Systems.

A21.3.1. Provide the following information for all Hydrant Systems: facility number, type system, grade of fuel, hot pit refueling capability, rapid defuel capability, general location, and in the hydrant system remarks section describe how mobile and hydrant systems will support aircraft flow.

A21.3.2. Provide the following information for all Hydrant System Storage: number of tanks, useable storage capacity, minimum inventory, and maximum inventory.

A21.3.3. Provide the following information for all Defuel Storage Tank: number of tanks, tanks, useable storage capacity, minimum inventory, and maximum inventory.

A21.3.4. Identify receiving capability flow rate from bulk storage to hydrants. If hydrant storage is the only storage available, indicate off-base receiving capability.

A21.3.5. Provide the following information for Hydrant Distribution/Hydrant System Output (Primary Pumps): number of pumps, type of pump, pump rated output, and the pump actual output.

A21.3.6. Provide the following information for Hydrant Distribution/Hydrant System Output (Defuel Pumps): number of pumps, type of pump, pump rated output, and pump actual output.

A21.3.7. Provide the following information for Filter Separators: number of filter separator rated flow and filter separator actual flow.

A21.3.8. Provide the following information for Laterals/Control Pits: number of laterals and the number of control pits.

A21.3.9. Provide the following information for Hydrant Dispensing Information: number of outlets, number of truck fill stands, hydrant system rated output, hydrant system actual output, maximum refuels simultaneously, number of flow-through w/pantographs and the type of aircraft supported.

A21.4. Cryogenics Facility.

A21.4.1. Provide the following information for Cryogenics Facility Functional Characteristics: facility number, DSN phone/fax, commercial phone/ fax, operational status (operational/not operational/unknown), and for the cryogenics facility remarks include the following cryogenics receiving data information: List maximum capability of each receipt mode, and then adjust for combined total. State whether programs are in place to improve and/or phase-out modes of resupply. If yes, provide estimated dates. Describe cryogenics capabilities, requirements, and procedures.

A21.4.2. Identify if cryogenic production capability exists. If yes, provide 24 hour production capacity: number of LOX gallons, number of LIN gallons. Provide cryogenic plant location and description.

A21.4.3. Provide the following information for Cryogenic Storage Tanks: facility number, storage tank number, cryogenic product type, and storage capability.

A21.5. POL Receiving.

A21.5.1. Provide the following information for POL Primary Receiving: grade of fuel, mode of receipt and primary mode 24 hour receiving rate.

A21.5.2. Provide the following information for POL Alternate Receiving: grade of fuel, mode of receipt, and alternate mode 24 hour receiving rate.

A21.5.3. In the remarks section, provide the following fuels receiving data: combined resupply may or may not be sum total of vessel, tank truck, tank car, and pipeline. List maximum capability of each mode, then adjust for combined total. State whether programs are in place to improve and/or phase-out modes of resupply. If yes, provide estimated dates.

A21.6. POL Dispensing.

A21.6.1. Provide the following information for POL Dispensing Information: grade of fuel.

A21.6.2. Dispensing Rates 24 Hour Maximum: refueler trucks (gallons), hydrant systems (gallons), and combined rate (gallons).

A21.6.3. Dispensing Rates 24 Hour Sustained: refueler trucks (gallons), hydrant systems (gallons), and combined rate (gallons).

A21.6.4. In the remarks, include the following: document methodology of how dispensing capabilities were derived to include any assumptions and how dispensing capabilities were validated.

A21.7. Resupply Sources.

A21.7.1. Provide the following information for Resupply Sources: off-base source/vendor name, distance from base, latitude/longitude, primary supplier (yes/no), days and hours of operation, POC information (name, DSN phone/fax, commercial phone/ fax, mailing address) and any resupply sources remarks.

A21.7.2. Resupply Source (Liquid Types) Information: POL product type, primary mode resupply, alternate resupply mode, documents required for issue, and closed port month (January (yes/no), February (yes/no)) etc.

A21.8. Military Service Stations.

A21.8.1. Provide the following information for Military Service Stations: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), and any remarks.

A21.8.2. Provide the following information for all Military Service Station fuel grades: Storage capacity, number of pumps and dispensing rate.

A21.8.2.1. Unleaded MOGAS.

A21.8.2.2. Compressed Natural Gas.

A21.8.2.3. Diesel.

A21.8.2.4. Kerosene.

A21.9. Equipment Information.

A21.9.1. Provide the following information for each piece of fuels equipment: function (fuels), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks. Include POL refueling/cryogenic equipment information.

A21.10. Material and Supplies.

A21.10.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement, and any materials and supplies remarks.

A21.11. Personnel Information.

A21.11.1. Provide the following information for all fuels personnel: function (fuels), personnel type, job title, number required, number available and any personnel remarks, include special experience identifies (SEI) as required.

A21.12. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A21.12.1. Include status of any major construction/repair of fuels facilities.

A21.12.2. Briefly summarize the availability of services and supplies currently being provided by commercial sources to support day-to-day aircraft operational requirements.

Types of services and supplies should be identified together with the respective names and addresses of the commercial companies and/or contractors.

A21.12.3. Identify minimum quantity of fuel, by product, stocked on-bases.

A21.12.4. Outline procedures for dispatch and control of mobile and hydrant systems. Identify if communication equipment is available.

A21.12.5. List type and use of available vehicle, mobile, and hydrant systems.

A21.12.6. Describe ground fuel support procedures.

A21.12.7. Identify procedures for the ordering, reporting, and accountability of all POL products.

A21.12.8. Identify emergency power requirements and coordinate with base Civil Engineer.

A21.12.9. Identify available communication modes.

A21.12.10. Identify REPOL/POLCAP reporting procedures IAW published MAJCOM instructions.

A21.12.11. Include or identify location of detailed base fuels schematics.

A21.12.12. List any additional information appropriate for this function and not covered elsewhere.

A21.13. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A21.14. Summarize the fuels mission during plan operations. Summarize the fuels mission during OPLAN operations. Include policies, procedures, and guidance that may differ during OPLAN execution than those identified in Part I.

A21.15. List any assumptions essential to making this plan successful.

A21.16. Summarize organizational command and control relationships existing under plan execution.

A21.17. Identify fuels/cryogenic support requirements, including maximum one day requirement: Identify fuels/cryogenic support requirements, by product, in daily increments from C+0 – C+59.

A21.18. Identify type and use of inbound vehicles, hydrant systems, cryogenic production/storage equipment, and any FORCE requirements.

A21.19. Identify if current unit facility(s) is/are adequate for the arrival of additional personnel. Indicate any additional requirements.

A21.20. Special Communications needs: Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of

requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A21.21. Identify alternate/dispersal locations and procedures for refueling vehicles/equipment, cryogenics production/storage, and fuels control/quality control functions. (See BaS&E Chapter 19 for WRM assets.)

A21.21.1. Describe procedures for re-establishment of the Fuels Service Center at alternate location.

A21.21.2. Describe procedures for re-establishment of the Fuels Laboratory at alternate location.

A21.22. Identify all required Civil Engineer support to allow plan implementation (include construction/ installation requirements and emergency repair capability). Support must be coordinated with Civil Engineer.

A21.23. Identify all required transportation support to allow plan implementation. Describe method for coordination with CE/Vehicle Management for facility/equipment/vehicles repair (include phone numbers and identify required documentation/procedures).

A21.24. Describe all shortfalls.

A21.25. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A21.25.1. List storage facilities required, and inbound by type, capacity, and intended use.

A21.25.2. Contact the Installation Deployment Officer to determine OPLAN taskings for the unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) the unit (include UTC, Ready to Load Date (RLD), and RDD).

A21.25.3. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into BaS&E Chapter 20. All subsequent changes of vehicle authorizations, including WRM vehicles, must be approved by Vehicle Management prior to inclusion in the BSP.

A21.25.4. After comparing capabilities against OPLAN requirements, identify any LIMFACs on an AF form 4006 and submit them to the Plans and Integration function for review by the BSPC. All LIMFACs should be treated as classified to the level of the originating document.

A21.25.5. List any additional information appropriate for this function and not covered elsewhere.

Attachment 22

LOGISTICS READINESS (BAS&E CH 20)

PART I:

Note: This chapter is prepared by the Deployment and Distribution OIC/Chief and functions as the focal point for reception, organization, and coordination of wartime transportation support for the Traffic Management, the Vehicle Operations, and the Vehicle Maintenance. This section provides an overview of transportation capabilities for base forces and units participating in activities involving the base (deployment from, deployment to, or transit) during peacetime exercises and day-to-day operations. The Base Support Plan (BSP) Part I can be considered a unit capabilities plan. The key to effective base support planning is a thorough understanding of the day-to-day capabilities of the transportation unit, as well as the threat, the planned operational response of the wing, and requirements of transiting forces.

A22.1. Office Information.

A22.1.1. Provide office information for both the primary and alternate facilities for all Transportation offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A22.2. Vehicle Operations Control Center Facilities.

A22.2.1. Provide the following information for Vehicle Operations Control Center Facilities: facility number, distance to flightline, DSN phone, commercial phone, vehicle status board (yes/no), days and hours of operation, taxi service (yes/no), shuttle bus (yes/no), wrecker (yes/no), flightline (yes/no), number of offices, number of restrooms, break room (yes/no), material storage (yes/no) and vehicle operations facilities remarks.

A22.3. Vehicle Management Facilities.

A22.3.1. Provide the following information for Vehicle Management: type of repair facility, facility number, DSN phone, commercial phone, distance to flightline, alignment rack (yes/no), emergency eye wash/showers (yes/no), exhaust fans (yes/no), machining equipment, (yes/no), parts storage, (yes/no), sprinklers/fire suppression system, (yes/no), tire changer, (yes/no), tools storage, (yes/no), welding equipment (yes/no), number of offices, number of restrooms and break-room (yes/no) and any vehicle maintenance remarks.

A22.3.2. Provide the following information for Hydraulic Lift Racks: number of lifts and capacity in tons.

A22.3.3. Provide the following information for Compressed Air: pressure (high/low/high-low/unknown) and number of outlets.

A22.3.4. Provide the following information for door information/unobstructed dimensions: door type, number of doors, opening height, opening width, and drive-thru access.

A22.3.5. Provide the following information for Vehicle Management Dimensions: overall length, overall width, total area, the number of maintenance bays, and any vehicle maintenance facility remarks.

A22.4. Indoor Vehicle Wash Racks.

A22.4.1. Provide the following information for Indoor Vehicle Wash Racks: facility number, number of wash bays, overall length, overall width, and total area (sq ft).

A22.4.2. Provide the following information for Indoor Vehicle Wash Racks Door Information: door type, number of doors, opening height, opening width, and drive-thru access (yes/no).

A22.5. Outdoor Vehicle Wash Racks.

A22.5.1. Provide the following information for Outdoor Vehicle Wash Racks: facility number, number of wash bays, surface type (asphalt, concrete-portland cement etc), overall length, overall width, covered (yes/no), lighting (yes/no), total area, and any outdoor vehicle wash rack remarks.

A22.6. Vehicle Storage Facilities.

A22.6.1. Provide the following information for Vehicle Storage Facilities: facility number, storage type, overall length, overall width, total area, and any vehicle storage facility remarks.

A22.7. Vehicle Parking Yards.

A22.7.1. Provide the following information for Vehicle Parking Yards: location, surface type (asphalt, concrete-portland cement etc), drive-thru access (yes/no), covered (yes/no), fenced (yes/no) lighting (yes/no), overall length, overall width, total area, and vehicle parking yard remarks.

A22.8. On-Base Railheads.

A22.8.1. Provide the following information for On-base Railheads: facility number, DSN phone, commercial phone, railcar capacity (tons), cargo area distance (miles), number of loading ramps, switching equipment available (yes/no), supports commercial switch engines (yes/no), and any on-base railhead remarks.

A22.9. Off-Base Railheads.

A22.9.1. Provide the following information for Off-Base Railheads: off-base source/agency name, type of road to base (improved/semi-improved/unimproved/unknown), railcar capacity (tons), containerized cargo (yes/no), bulk cargo (yes/no), POL receiving (yes/no), POL storage (yes/no), and munitions (yes/no).

A22.9.2. Provide the following information for Off-Base Railheads Cargo Storage/Loading Information: number of loading ramps, marshalling area (sq. ft.), tonnage capability (tons/day), MHE availability, distances from the base, DSN phone, commercial phone, mailing address, point of contact name and any off-base railhead remarks.

A22.10. Water Transportation Sources.

A22.10.1. Provide the following information for Water Transportation Sources Information: source/agency name: type road to base (improved/ semi-improved/ unimproved/ unknown), containerized cargo (yes/no), bulk cargo (yes/no), POL receiving (yes/no), POL storage (yes/no), munitions (yes/no), and any water transportation source remarks.

A22.10.2. Provide the following information for Water Transportation Military Ship: Ship type, capacity (tons), and number available.

A22.10.3. Provide the following information for Water Transportation Sources Storage/Loading Information: covered storage area (sq ft), outside storage area (sq ft), number of loading ramps, MHE available (yes/no), distance from base, DSN phone, commercial phone, mailing address, and point of contact name.

A22.11. Vehicles Information.

A22.11.1. Provide the following information for all vehicles on the base: function, vehicle type, owner, use type, authorized quantity, assigned quantity, and any vehicle remarks.

A22.12. Equipment Information.

A22.12.1. Provide the following information for each piece of transportation equipment: function (transportation), equipment type, owner, use type, authorized quantity, assigned quantity, and any equipment remarks.

A22.13. Material and Supplies.

A22.13.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement, and any materials and supply remarks.

A22.14. Personnel Information.

A22.14.1. Provide the following information for all transportation personnel: function (transportation), personnel type, job title, number required, number available, and any personnel remarks.

A22.15. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A22.15.1. References: List references (AFPDs, AFIs, DOD Directives, etc.) used in preparation of this chapter.

A22.15.2. Functional Assumptions. List all factors taken into consideration to determine base support capabilities. (For example: normal duty hours, reliance on commercial contractors for specific functions) An important point to remember is that each assumption will have a major impact on the ability to meet BSP responsibilities should the assumption prove to be incorrect.

A22.15.3. Reference (cite) the agreements and procedures to provide support or obtain support from host nation, other Services, or contract.

A22.15.4. Vehicle recall procedures.

A22.16. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A22.17. Provide a general concept of operations under contingency/wartime condition: The documented support concept will provide a unit level general concept of operations under contingency/wartime conditions. It will explain what the transportation unit is expected to accomplish and the procedures/methods to do so. The Transportation Combat Readiness function is the focal point for transportation taskings and deployment operations and will be furnished

with any requests for deviation from established procedure/policy and the additional or unexpected commitment of transportation resources of any transportation branch. Upon OPLAN/deployment exercise execution, the Deployment Control Unit (DCU) transportation representative will assume the responsibilities of transportation combat readiness function.

A22.18. Provide an overview of plan tasking and detail procedures that address requirements of the tasking. Planning Considerations: This paragraph should provide an overview of plan taskings and detail procedures that address requirements of the taskings. It can serve as an outline for branch managers to consider in drafting respective inputs to the plan or it can be compiled after inputs are received.

A22.18.1. Vehicle authorizations and requirements, to include on-hand/due-in war reserve, prepositioned and mispostured vehicles and MHE. Present the information in an attachment to this chapter. (Recommend a single chart or a series of charts so that vehicle operations and affected functional areas know when and which vehicles are recalled or reassigned.) Develop priority recall and redistribution procedures.

A22.18.2. Contact the plans and integration function to determine applicable taskings for the unit. Use the most recent approved all-services TPFDD to obtain the number of personnel deploying to (and from) the unit (include UTC and RDD).

A22.18.3. Procedures to move non-unit cargo items. This includes provision of support for installation's ACCA/CCA activities through transport of serviceable and replacement IPE and CBRN ensembles to designated ACCA/CCA locations, transport of contaminated waste from ACCA/CCA locations to a segregated area of the installation's centralized waste disposal area or entirely separate disposal location.

A22.18.4. Description of agreements and procedures to provide support or obtain support from host nation, other Services, or contract (if different from Part I).

A22.18.5. Procedures to integrate and maintain in-place, WRM, and inbound vehicles.

A22.18.6. Procedures and locations for receiving, shipping and temporarily storing cargo for in-place, incoming, and transient forces.

A22.18.7. Primary coordinating locations and telephone numbers for traffic management, vehicle management, and vehicle operations functions.

A22.18.8. Procedures to provide air or surface transportation as applicable to reception, deployment, noncombatant evacuees, and transient personnel.

A22.18.9. Procedures for vehicle dispersal. (See BaS&E Chapter 22 for WRM assets).

A22.18.10. WRM repositioning. Identify WRM vehicle outload locations. Include any additional support (personnel or equipment) required to account for and maintain the vehicles at the locations identified.

A22.18.11. Requirements to receive, store and issue spare parts kits arriving with inbound forces.

A22.18.12. Centralized control of off-base Vehicle Operations Control Center.

A22.18.13. Unified/MAJCOM/NAF regulations governing vehicle convoys.

A22.18.14. Medical and AME evacuation support.

A22.18.15. NEO support.

A22.18.16. Levels of vehicle repair.

A22.18.17. Consolidations/deletions/modifications of peacetime functions.

A22.18.18. Wartime stock levels in support of packing/crating requirements.

A22.18.19. Vehicle mission/road kits and operator decontamination kits, to include instructions.

A22.18.20. Bare base/satellite base support requirements.

A22.18.21. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A22.19. Outline specific responsibilities for the Transportation Combat Readiness and Resources Flight: (This office serves as the focal point for consolidating OPLAN planning and all planning issues affecting the utilization of any and all transportation resources. It monitors readiness posture of transportation flights. In concert with other transportation flight chiefs, it performs capability analysis to ensure sufficient resources to meet ExPlan/OPLAN and resulting BSP taskings. It also ensures transportation inputs that impact airlift requests are fully coordinated and takes action to resolve transportation deficiencies. During deployment operations, this flight becomes the TCC support staff as situations and personal expertise permit, and as directed by the transportation function.)

A22.20. Outline specific responsibilities for the Vehicle Operations Control Center (VOCC). The nerve center of transportation units during deployment/contingency operations. The VOCC is the transportation "command post" and will be capable of being manned and equipped 24 hours a day. This work center is the command and control for all transportation resources for the duration of the contingency, and consequently, is the only emergency work center that does not phase out prior to cessation of the contingency. All transportation work centers will keep the TCC advised of their status and of all problems and assistance required. The TCC will be the initial source of contact for all support requests not covered in the BSP and for BSP support which is not being met. Outline TCC concept of operations and provide essential details of operation.

A22.21. Outline specific responsibility for Traffic Management Office (TMO). As the movement expert in all available modes and having detailed knowledge of processing requirements, the TMO is an essential player in base support planning. TMO must be able to investigate alternate modes of moving peacetime, exercise, and contingency requirements whether through other services, common user land transportation, host nation, or commercial sources and determine relative reliability and any legal formalities required. Direct support of sortie production is the first priority of USAF transportation resources. All other movements are allocated to available movement resources IAW mission priority. This is a basic shipping and planning function which must be incorporated into base support planning and expanded in

contingency operations. The increased availability of automated systems for the rapid processing and movement of cargo has improved the overall efficiency of this process. These systems can be deployed to allow automation in the field as well as home base.

A22.22. Outline specific responsibility for Vehicle Management Flight. Vehicle Management is the wing's single manager for Air Force registered vehicles, and Vehicle Operations is the sole source of organic movement capability where no unit functional vehicle capability exists. Units possessing vehicle authorizations are expected to perform movements with in-house capability. Excess vehicle operations capability beyond that tasked in the BSP may be requested from TMO, who will levy lift requirements to both vehicle operations and other available carriers commensurate with established criteria. It is therefore important that vehicle operations identify recurring on-base support services such as base taxi or shuttle bus operations, or state that such services are not available.

A22.22.1. As the OPR for organic capability and filling the wartime vehicle authorizations for units requiring in-house capability, Vehicle Management and Analysis Element staff authorization requests for both peacetime and wartime use and assign assets IAW the Master Vehicle Report (MVR). During contingency operations, vehicle management recalls peacetime use vehicles and reassigns them to wartime authorizations IAW the MVR. Vehicle operations ensures the availability of road kits for war readiness vehicles which will be prepositioned to off-base locations. It maintains a fleet of vehicles and trained operators to meet preplanned taskings and such requirements as may be requested by TMO. Additionally, vehicle management maintains necessary supply of straps, tie down devices, and other vehicle support supplies as needed to meet the wartime requirements of the transportation squadron.

A22.22.2. Vehicle operations takes action IAW appropriate directives to secure approval for WRM vehicle release and responds to command directives for vehicle shipments to any area. It advises TCC of vehicle losses for subsequent command action, and keeps the TCC/TMO appraised of organic movement capability and mission impact as a result of insufficient vehicle assets. The chief of transportation, through the Vehicle Management and Analysis Element, will advise contracting of vehicle requirements and quantities. As the wing single manager for registered vehicles, only those assets reflected in the BaS&E Chapter 20 are considered true vehicle requirements. Vehicle requirements will not be reflected in any other BSP chapter. If a reference to a vehicle is deemed essential, a statement to refer to the BaS&E Chapter 20 will suffice.

A22.22.3. Based on a comprehensive review of contingency recurring support requirements, vehicle management and analysis element establishes consolidated operations (such as combining administration/fleet management to release manpower for other duties) wherever possible. It ensures detailed expedient hardening, dispersal, and contamination avoidance "coverage" plans are in effect for the protection of assets, administers the vehicle priority recall plan when directed, and establishes a viable vehicle recovery program.

A22.22.4. Ensure vehicle fuel requirements are coordinated with base fuels. Consider the use of alternative fueled vehicles.

A22.23. Outline specific responsibility for Vehicle Management and Analysis Element. (During contingency operations and periods of heavy workload, vehicle management has the capability of tailoring their workload by waiving non-safety related repairs and maintenance. However,

these waivered repairs will have to be accomplished in time, and therefore any waivers due to workload must be held to a minimum. Consequently, vehicle management must determine the level of maintenance necessary to support the base on a day-to-day basis, as well as what waivers are justified during periods of heavy workload, such as exercises and contingencies. Shop and supervisory personnel must be aware of the residual hazards associated with vehicles that have been previously contaminated with chemical agents and will be tracked IAW AFMAN 10-2602, *Nuclear, Biological, Chemical, And Conventional (NBCC) Defense Operations and Standards*. Vehicle fleet managers will need to explore expansion of fully or partially equipped mobile maintenance capability and the possibility of satellite maintenance sites especially in remote areas of the base or in proximity to flightline operations.)

A22.23.1. Establish procedures to release vehicles from maintenance shops which when released will not violate safety conditions or cause further mechanical deterioration.

A22.23.2. Describe maintenance support for off-base activities, such as communication sites.

A22.23.3. Describe mobile maintenance requirements.

A22.23.4. Identify vehicle management priorities, including war reserve vehicles.

A22.23.5. A communications network must be established placing maintenance control in touch with mobile maintenance, remote locations, and the TCC (when activated). A system of reporting all critical vehicle management repair actions must be on line between maintenance, the TCC, and vehicle operations.

A22.23.6. Determine whether the installation has the maintenance capability, to include acceptance of the responsibility, to designate priority maintenance to Level 2 and 3 vehicles.

A22.24. List all factors taken into consideration during the formulation of support plans from plan execution.

A22.25. Describe all shortfalls.

A22.26. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A22.26.1. Functional Assumptions. List all factors taken into consideration during formulation of support plans for OPLAN execution. Use the same format as in Part I, but focus on assumptions critical to operation in a wartime environment.

A22.26.2. LIMFACS. After comparing base capabilities against OPLAN requirements, identify any limiting factors and submit to the plans and integration function for review by the BSPC. If approved, BSP LIMFACs will be documented in the LIMFACs chapter of the BSP and forwarded to MAJCOM HQ and the NAF.

A22.26.3. Attention needs to be given to potential interruption of supply pipelines and the known recurring parts failures that could reduce vehicle availability. Mission kits must be fabricated for those vehicles to be prepositioned at bare base support locations. Increased emphasis in operator care is also warranted under contingency conditions.

Attachment 23

AIR MOBILITY OPERATIONS (BAS&E CH 21)

Note: This chapter should be developed by local air transportation agencies in consultation with HQ AMC/A4X. Depending on temporary assigned duty/temporary duty (TAD/TDY) budgets and personnel availability, HQ AMC/A4RX may choose to participate directly, provide an AMC proxy, or provide a review of the draft. The level of AMC participation shall be noted in the final Part II.

PART I:

A23.1. Office Information.

A23.1.1. Provide office information for both the primary and alternate facilities for all air mobility operations offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A23.2. Passenger Facility

A23.2.1. Provide the following information for Passenger Facility: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), maximum seating capacity (# people), 24 hour handling capacity (# people), distance to aircraft parking, eating facilities (yes/no), restrooms (yes/no), passenger stairs (yes/no), metal detection devices (yes/no), shuttle buses (yes/no), and any facility information remarks.

A23.3. Packing/Crating Facilities.

A23.3.1. Provide the following information for Packing/Crating Facilities: DSN phone/fax, commercial phone/fax, and operational status, truck on/off load ramp (yes/no), and ramp location/description. Provide interior dimensions (obstructed): length, width, and height. Provide door information: door type, opening width, and opening height. Provide the following compressed air information: is compressed air available (yes/no/unknown), pressure (high/low/high low/ unknown), number of outlets and any packing/crating facility remarks.

A23.4. Cargo Storage Facilities.

A23.4.1. Provide the following information for Cargo Storage Facilities: DSN phone/fax, commercial phone/fax, and operational status (operational/not operational/unknown).

A23.4.2. Provide the following information for Cargo Storage Facilities Outside Storage: surface composition (asphalt, concrete-portland cement etc), surface condition (good, fair, poor), total area, truck on/off load ramp (yes/no), lighting (yes/no/unknown), covered (yes/no/unknown), fenced (yes/no/unknown), and any cargo storage/outside storage information remarks.

A23.4.3. Provide the following information for Cargo Storage Facilities Inside Storage: climate controlled (yes/no/unknown), cold storage (yes/no/unknown), surface condition (good, fair, poor), surface type (asphalt, concrete-portland cement etc), length, width, height, total area, total volume, and cargo storage facilities inside storage information remarks.

A23.4.4. Provide the following information for Cargo Storage Facilities Secure Storage: type secure storage, highest classification, length, width, height, total area, total volume, and any secure storage information remarks.

A23.4.5. Provide the following information for Cargo Storage Facilities/Biohazard Storage: bio hazard material type, biohazard storage dimension: length, width, height, total area, total volume, and any biohazard storage information remarks

A23.5. Fleet Service Facilities.

A23.5.1. Provide the following information for Fleet Service Facilities: facility number, DSN phone/fax, commercial phone/fax, operational status (operational/not operational/unknown), potable water trucks (yes/no/unknown), latrine servicing trucks (yes/no/unknown), in-flight kitchen (yes/no), kitchen location/capability, disposal facility (yes/no), distance to disposal facility, and fleet service facility remarks.

A23.6. MHE Parking Area.

A23.6.1. Provide the following information for MHE Parking Area: location, surface composition, covered (yes/no/unknown), fenced (yes/no/unknown), lighting (yes/no/unknown), and drive-thru access (yes/no/unknown). Provide MHE parking area dimensions: length, width, total area, and any MHE parking area remarks.

A23.7. Cargo Buildup/Holding Area.

A23.7.1. Provide the following Cargo Buildup/Holding Area information: location, type of area (holding area/build up), length, width, total area, maximum NEW, and distance to remote aircraft parking. Provide the following cargo buildup/holding area revetment information: number of revetments, revetment type, revetment layout, construction type, surface type (asphalt, concrete-portland cement etc), and any cargo buildup/holding area remarks.

A23.8. Personnel Information.

A23.8.1. Provide information for air mobility operations personnel, including function (air mobility operations), personnel type (Aerial Porter), job title, number required, number available, and any personnel remarks.

A23.9. Equipment Information.

A23.9.1. Provide information on air mobility operations to include MHE equipment, function (Air Mobility Operations), equipment type, owner, use type, authorized quantity, assigned quantity, and any equipment remarks.

A23.10. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A23.10.1. Provide a general overview of aerial port procedures and capabilities.

A23.10.2. Describe the aerial port location. Identify possible cargo aircraft offload areas, aircraft explosives cargo parking areas which are to include a cargo contamination control area (CCA) if the threat warrants. Identify cargo marshalling and breakdown areas, storage (include weapons), Contingency Response Element (CRE), deployment control center, cargo deployment function, and other operating areas. Also, identify primary and alternate

locations for AME aircraft loading with engines running offload (ERO), together with primary and secondary locations for AMC mobile AME staging facilities.

A23.10.3. Aircraft that can be handled in 24 hours during peacetime operations or Operations other than war (OOTW) should be annotated for both uncontaminated and CB contaminated environments. Cargo support aircraft that can be handled in a 24 hour period will vary due to types programmed to transit the base and the purpose of the mission. Estimate the base's capabilities under different aircraft configurations using standard planning factors for cargo or passenger allowable cabin load (ACL) and ground times based on calculations. NOTE: Throughput capacity is the maximum number of aircraft that can be on the ground and serviced simultaneously in any one 24-hour period. Factors will vary with turnaround requirements, such as refueling, crew rest, and others. Other factors affecting throughput capacity are load scales, hot cargo pad, net explosive weight (NEW) limitations, high line docks, and container handling. Major command transportation staffs should provide necessary guidance.

A23.10.4. Identify MHE and the sources (e.g., host nation or other). Include the following: 463L, 10K forklifts or equivalent, 25K loaders or equivalent, 25K Halvorsen, and/or 60K Tunner loaders with wide-body capability for the KC-10, B747 etc, commercial/civil reserve air fleet (CRAF). Also to be identified are loaders, pallet dollies, trailers, tugs, 4-6K forklifts if appropriate, International Standardization Organization (ISO) container handling equipment, and highlights or jetways for CRAF aircraft used in AME. Staff should also identify availability of lights or light carts for night operations, and supplies and source of supplies for aerial port operations including dunnage for static load distribution.

A23.10.5. List any additional information appropriate for this function and not covered elsewhere.

A23.11. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A23.12. Provide a general overview of aerial port requirements during plan execution. (Identify specific responsibilities for unit and non-unit cargo and personnel and their relationships with the deployment and reception control centers, if different than what is identified in Part I.)

A23.13. Describe all shortfalls.

A23.14. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A23.14.1. This Chapter will be written in consultation with HQ AMC/A4X. The Part 2 chapter will be broken into four distinct or “main” parts.

A23.14.1.1. The four parts will include: AEF e.g. CRG/AEG, strategic airlift aircraft and strategic air refueling aircraft maintenance, aerial port operations, and overages/shortfalls/LIMFACs. The Part II chapters will reflect the entire spectrum of functional area support and will outline all of AMC’s requirements for sustained operations. This format is applicable for strategic airlift aircraft aerial ports of debarkation (APODs) and for locations where the bed-down of TRANSCOM-owned/AMC “air bridge” aircraft or personnel occur [read: non-chopped or non-theater

augmentation aircraft]. In these instances, the chapter inputs will not be broken up into functional areas by the host plans and integration functions.

A23.14.1.2. However, where AMC strategic air refueling aircraft or tactical airlift aircraft "chop" to the theater in an augmentation role (supporting fighter/bomber employment and theater logistics missions), the format will follow host plans and integration function's guidelines and may be broken into functional chapters.

A23.14.2. Identify the following assigned and required MHE from the applicable TPFDD as planned by HQ AMC. Total requirements for air transportation personnel/equipment/vehicles will not vary from TPFDD requirements without prior coordination with HQ AMC before publication. TPFDD requirements may not consider all equipment available for use at the base because requirements could be filled by incoming assets while base assets may be tasked to forward deploy because of operational necessity/timing.

A23.14.3. Additionally, a passenger terminal facility, air freight warehouse, covered storage areas, hot cargo pads, and pallet grid yard will be identified. Aircraft parking positions (cargo and support aircraft parking positions will vary due to types programmed to transit the base) will be identified.

A23.14.4. At a minimum, address parking capabilities for C-5, C-9, C-12, C-20, C-21, or other operational support aircraft (OSA) as necessary, C-17, C-27, C-130, KC-135/KC-10 as warranted, and CRAF aircraft. These parking capabilities should be reflected for each type of aircraft assuming no other cargo or support aircraft are concurrently on the ground (i.e. "the base is capable of supporting _____C-130s, if no other cargo or support aircraft are on the ground at the same time").

A23.14.5. Communications and Information: Identify any communications and information requirements beyond the capabilities already provided. Items for consideration include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A23.14.6. If the threat warrants, describe cargo movement operations in CBRN environments. As a minimum, include the following:

A23.14.6.1. Likely operating environments.

A23.14.6.2. Decision trees for aircraft movement after a chemical attack.

A23.14.6.3. Cargo contamination avoidance and control procedures.

A23.14.6.4. Contaminated airfield cargo movement operations.

A23.14.6.4.1. Establish a Contaminated Cargo Holding Area.

A23.14.6.4.2. Integration of mission criticality and hazard category.

A23.14.6.5. Offload operations (Transload if appropriate).

A23.14.6.5.1. Clean to dirty.

A23.14.6.5.2. Dirty to clean.

A23.14.7. The overages/shortfalls/LIMFACs section will address those areas of either surplus or critical need for AMC as calculated against total base resources and all other known common-user or unique theater requirements on those scarce base resources.

Attachment 24

WAR READINESS MATERIEL (WRM) (BAS&E CH 22)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

A24.1. In Part I identify WRM UTCs by capability that is being stored at the base. This includes WRM UTCs that are being stored for another location and will be outloaded for a contingency/wartime operation.

A24.2. The WRM UTCs identified in this part are used by the deploying unit for tailoring purposes. Deploying units will tailor mobility packages to reduce airlift requirements and allow faster closure times.

PART II:

A24.3. In Part II identify WRM UTCs allocated to the base as in-place and counted as a capability for that base.

A24.4. Movement requirements and schedule for assets: identify all vehicle and material handling equipment (required and available packing material such as pallets, nets, dunnage, and tiedown devices to ship by preplanned modes).

A24.5. Describe procedures for requesting air, sea, and ground transportation. Identify all manpower requirements needed for such tasks as outload documentation and preparation; tiedown, blocking, and bracing; and onloading and offloading at railheads.

A24.6. Identify units to which assets will be issued, to the extent possible.

A24.7. Dispersal plan for all assigned WRM assets and WRM that arrives from other storage locations. Develop expedient hardening, dispersal, and contamination avoidance "coverage" plans for all assigned WRM assets and WRM that arrives from other storage locations. Identify priority of assets to be dispersed. Identify all manpower and materiel required for dispersal.

A24.8. Describe procedures to ensure necessary parts, modifications, and shelf-life items are available and distributed with assets.

A24.9. Describe all shortfalls.

A24.10. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A24.10.1. WRM planning identified in the BSP is not a restatement of AFI 25-101, *War Readiness Materiel (WRM) Program Guidance And Procedures* responsibilities and requirements. Rather, it identifies local requirements and procedures necessary to ensure in-place and incoming WRM can support the operations.

A24.10.2. During BSP site surveys, using units will identify Base Operating Support (BOS) requirements (i.e., vehicles) to the host base and include it in the BSP Part II. The NAF/MAJCOM along with the WRM GM will determine what portion of these requirements can be sourced by WRM UTCs. Upon completion of this process the requirements will be included in the WRM UTA and the Global Strategy Document (GSD) for the specific theater. The UTCs are then postured accordingly by the MAJCOM Functional Manager (FM)

and entered as in-place in the applicable theater OPLAN TPFDDs.(For more information on the WRM requirements determination process see (AFI 25-101).

A24.10.3. Provide the information for major items, commodities, or UTCs to be moved on or off-base as indicated in Tab 1.

A24.10.4. Provide the information for major items, commodities, or UTCs to be received as indicated in Tab 2.

A24.10.5. After comparing capabilities against WRM global strategy requirements, identify any limiting factors and submit them to the plans and integration office for review by the BSPC.

Table A24.1. WAR READINESS MATERIEL

OFF-BASE MOVEMENT TABLE						
ITEM ID DESCRIPTION AND DODIC	UTC & NUMBER	BASE STORAGE LOCATION	QUANTITY	ACTUAL WEIGHT	CUBE	DESTINATION (IF KNOWN)	INTENDED MDS	SHIPMENT MODE	PORT DELIVERY DATE	MOVEMENT START DATE	EQUIP / PERS OFFLOADING TIME

Table A24.2. WAR READINESS MATERIEL

WRM RECEPTION TABLE						
ITEM ID DESCRIPTION AND DODIC	UTC & NUMBER	AREA/BLDG LOCATION OF CARGO USE	QTY	ESTIMATED WEIGHT (LBS OR ST)	INTENDED USER	SHIPMENT MODE FROM RDD	EQUIPMENT OFFLOADING TIME	PERSONNEL OFFLOADING TIME	REMARKS

Attachment 25

SUPPORT AGREEMENTS/HOST NATION SUPPORT (BAS&E CH 23)

PART I:

A25.1. Support Agreements/Host Nation Support.

A25.1.1. List existing support agreements including Acquisition Cross Service Agreements (ACSA) that will remain in effect during contingency/wartime in this chapter by agreement number, supplier, receiver, and a short summary of support provided.

A25.2. Miscellaneous Notes. Include the following information in the miscellaneous notes section:

A25.2.1. Any additional information not covered elsewhere in the chapter.

A25.3. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II: NOT DEVELOPED FOR THIS CHAPTER

Attachment 26

MAINTENANCE (BAS&E CH 24)

Note: The Maintenance Group (MXG) commander or equivalent who manages the flight line maintenance function prepares this chapter, with inputs and assistance from squadrons and agencies with aircraft maintenance responsibilities. Part I of this chapter outlines the general maintenance capabilities of the installation which currently exist and are separated into three separate sections; on-equipment (flight line) maintenance, off-equipment (backshop/intermediate maintenance), and maintenance operations. These capabilities may not be available to all incoming units; incoming units must coordinate with the installation to ensure that a capability they may wish to use is deploying, not dedicated to another unit, or otherwise unavailable. Part II covers OPLAN specific actions/procedures and will also be addressed in the same three subsections**.**

PART I:

A26.1. Office Information.

A26.1.1. Provide information for both the primary and alternate facilities for all maintenance offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A26.2. Maintenance Capabilities Information: Include maintenance capabilities for on-equipment (see note 1) off-equipment (see note 2) and industrial/shop capabilities of the unit (see note 3).

A26.2.1. Provide the following information for all Maintenance Capabilities: provider, function or work center, aircraft system or component, level of support and any maintenance capabilities remarks.

A26.2.2. Include Maintenance Capabilities for on-equipment maintenance information, outline existing maintenance capability in the following areas: Mission Design Series (MDSs) currently supported/supportable, the type(s) of aircraft the unit currently maintains and the level of support provided. Discussion should include each MDS currently supported at the unit. Other configuration items for which the unit provides flight line support (e.g., Low Altitude Navigation and Targeting Infrared for Night (LANTIRN) pods, specific types of Electronic Counter Measures (ECM) pods, Alternate Mission Equipment (AME), etc.). Identify any variations from standard unit maintenance capabilities for launch, recovery, servicing, and removal/replacement actions.

A26.2.3. Include Maintenance Capabilities for off-equipment maintenance. Outline existing maintenance capabilities in the following areas: MDSs Currently Supported/Supportable. Outline the type(s) of aircraft the unit currently supports and the level of support provided. Discussion should include transient aircraft capabilities. Types of munitions unit can build up/load (i.e., Unit Committed Munitions List data). Other configuration items for which the unit provides flight line support (e.g., LANTIRN pods, specific types of ECM pods, AME, etc.). Identify any variations from standard support given to flight line maintenance by propulsion, avionics, test, measurement and diagnostic equipment (TMDE), accessories

(electro-environmental, egress, fuel systems, pneudraulics), aerospace ground equipment (AGE), fabrication, armament systems, maintenance, or munitions flights.

A26.2.4. Include the Industrial/Shop Capabilities. Outline the industrial/shop capabilities of the unit. (Industrial/ shop capability refers to those maintenance actions/capabilities that are not particular to a specific MDS, but are general requirements for all aircraft, such as welding, machining capability, non-destructive inspection (NDI) actions, etc.).

A26.2.5. Propulsion: Describe small gas turbine engine capability, and any non-standard capability/ limitation.

A26.2.6. Avionics: Describe capability to process common or standard LRUs/components such as ARC-164 radio; identify common or standard test stands/test sets; describe any industrial repair capabilities such as high value soldering and any non-standard capability/limitation.

A26.2.7. TMDE: Identify unit capabilities as Type II, III, or IV Precision Measurement Equipment Laboratory (PMEL). Describe any non-standard capability/limitation.

A26.2.8. Accessories: For electro-environmental, identify types of batteries which can be supported, common liquid oxygen (LOX) system repair capabilities etc. For egress, identify ejection seat type(s) capable of being supported. For fuel systems, identify capabilities of facilities/equipment. For pneudraulics, describe hose manufacturing capability, identify common pressure test stands and equipment available. For all, describe any non-standard capability/limitation.

A26.2.9. AGE: Describe any non-standard capability/limitation on ability to repair common AGE. Include capabilities/limitations driven by other shops (i.e., ability to repair gaseous or cryogenic systems on servicing units).

A26.2.10. Fabrication: Address at least the following, aircraft structural maintenance. Describe any non-standard capability/limitation on ability to manufacture tubing items and cables, treat corrosion, and repair/manufacture sheet metal items. Discuss composites capability.

A26.2.11. Metals Technology: Describe any non-standard capability/ limitation on ability to weld, heat treat, and machine components.

A26.2.12. NDI: Describe any non-standard capability/limitation on inspection capability. Identify JOAP equipment availability and ability to process samples (i.e., maximum number, turn time, hours of operation).

A26.2.13. Aircrew Flight Equipment: Describe any non-standard capability/ limitation on ability to manufacture or repair fabric and rubber items and repair parachutes. Discuss capability with respect to emergency evacuation slides, thermal radiation barriers, and aircraft sound proofing materials.

A26.2.14. Armament Systems: Identify gun and AME/NIE types maintained. Describe any non-standard capability/limitation. Describe procedures for integrating incoming weapons forces.

A26.2.15. Maintenance: Discuss maximum transients that can be handled in a given period. For wheel and tire, identify cages, tire dollies etc. available. Discuss if an Aero Repair (AR)

shop is assigned. Describe crash recovery capability. For all, describe any non-standard capability/limitation.

A26.3. Aircraft Maintenance Unit:

A26.3.1. Provide the following information for Aircraft Maintenance Unit: primary function, facility number, DSN phone, total work area, MIS terminals (yes/no), classified storage (yes/no), number of offices, number of restrooms, break room (yes/no), and CTK/tool storage (yes/no).

A26.3.2. Provide information for other maintenance functions housed in Aircraft Maintenance facilities.

A26.3.3. Provide the following Aircraft Maintenance Unit information: purpose, maintenance work bay, length, width, and quantity.

A26.3.4. Provide the following information for the Aircraft Maintenance Unit Outside Storage and parking areas: purpose, total area, surface composition (asphalt, concrete-portland cement etc), covered (yes/no), fences (yes/no), lighting (yes/no), and any flying squadron maintenance facility remarks to include details on end-of-runway facilities, aircraft shelters/revetments, and alert area facilities as applicable. Also include high bay available, utilities available (electric power including voltage, water, pneumatics, environmental control, etc).

A26.4. Maintenance Shops

A26.4.1. Provide the following information for Maintenance Shop Facilities: primary function, facility number, type of structure, DSN phone, sprinklers/fire suppression (yes/no), emergency eyewash/showers (yes/no), explosive-proof lighting (yes/no), exhaust fans (yes/no), grounding points (yes/no), classified storage (yes/no), MIS terminals (yes/no), other maintenance function housed, number of offices, number of restrooms, restrooms, break room (yes/no), and CTK/tool storage (yes/no).

A26.4.2. Provide information for other maintenance functions housed in maintenance shop facilities.

A26.4.3. Provide the following Maintenance Area dimensions information: overall length, overall width, and total area. Include unobstructed ceiling height information for centerline and sidewall. Include the following door information: type of door, hasp/lock type, number of doors, opening height, opening width, and drive-thru access (yes/no).

A26.4.4. Provide the following Overhead Hoists/Crane information: type hoist/crane, quantity and capacity (tons). Include the following compressed air information: pressure and number of outlets. Include the following maintenance bay information: purpose, length, width, and quantity.

A26.4.5. Provide the following information for each Maintenance Shop Outside Storage and Parking Area: purpose, total area, surface composition (asphalt, concrete-portland cement etc), covered (yes/no), fences (yes/no), lighting (yes/no), and any maintenance shop facilities remarks to include information on engine trim facilities, trim pads, fuel cell maintenance facilities, aircraft wash/decontamination facilities, sound suppressers, and X-ray facilities.

A26.5. Aircraft Hangar

A26.5.1. Provide the following information for each Aircraft Hangar: primary function, facility number, DSN phone, industrial drainage system (yes/no), sprinklers/fire suppression (yes/no), emergency eye wash/showers (yes/no), explosive-proof lighting (yes/no), MIS terminals (yes/no), oil/water separator (yes/no), exhaust fans (yes/no), grounding points (yes/no), classified storage (yes/no), number of offices, number of restrooms, break-room (yes/no), and CTK/tool storage (yes/no).

A26.5.2. Provide information for other maintenance functions housed in aircraft hangar area.

A26.5.3. Provide the Maintenance Area dimensions information: overall length, overall width and total area. Provide the unobstructed ceiling height information centerline and sidewall. Provide the maintenance area floor information: surface composition (asphalt, concrete-portland cement etc), maximum allowable weight, gear rating, LCN, LCN validity, and pavement condition.

A26.5.4. Provide the Door Information/Unobstructed Dimensions: door type, hasp/lock type, number of doors, opening height, opening width and drive-thru access (yes/no), tail cutout height and width, fuselage cutout height, width, and distance from ground.

A26.5.5. Provide the Overhead Hoist/Crane information: type, quantity, and capacity (tons). Provide the compressed air pressure and number of outlets. Provide the aircraft maintenance bays, purpose, length, width, and quantity.

A26.5.6. Provide the aircraft hangar outside storage and parking area information: purpose, total area, surface composition (asphalt, concrete-portland cement, etc), covered (yes/no), fences (yes/no), lighting (yes/no), and any aircraft hangar remarks.

A26.6. Noise Suppression Facility

A26.6.1. Provide the following noise suppression facility information: primary function, facility number, DSN phone, hush house facility (yes/no), uninstalled engine testing (yes/no), sprinklers/fire suppression (yes/no), emergency eye wash/showers (yes/no), exhaust fans (yes/no), installed engine testing (yes/no), grounding points (yes/no), explosive-proof lighting (yes/no), fuel supply, capacity and flow rates, and number of restrooms.

A26.6.2. Provide the Maintenance Area dimensions: Overall length, overall width and total area. Provide the unobstructed ceiling height: centerline and sidewall. Provide the maintenance floor area information: aircraft/engine test area (sq ft), type surface, maximum allowable weight, gear rating, LCN, LCN validity, and pavement condition.

A26.6.3. Provide the Door Information/Unobstructed Dimensions: door type, hasp/lock type, opening height, and opening width.

A26.6.4. Provide the Overhead hoist/Crane: Type, quantity, and capacity. Provide the compressed air information: pressure and number of outlets.

A26.6.5. Provide the Noise Suppression Outside storage and parking area: purpose, total area, surface composition (asphalt, concrete-portland cement etc), covered (yes/no) fences (yes/no), lighting (yes/no), and any noise suppression facility remarks.

A26.7. Equipment and Powered and Non-Powered AGE

(***Note:*** For maintenance support equipment provide information for (other than WRM) support equipment at the unit and detail any available for use by other units; include powered and non

powered AGE by type, quantity, and special purpose vehicles used by maintenance activities by type and quantity, and including tow vehicles.

A26.7.1. Provide the following information for each piece of maintenance equipment and powered and non-powered AGE equipment: function, equipment type, owner, use type, authorized quantity, assigned quantity, to include equipment remarks.

A26.7.2. Provide organizational fuel tank requirements to service AGE.

A26.8. Material and Supplies

A26.8.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement, and any materials and supplies remarks.

A26.9. Personnel Information.

A26.9.1. Provide the following information for all maintenance personnel: function (maintenance), personnel type, job title, number required, number available and any personnel remarks.

A26.10. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A26.10.1. Outline the general maintenance plan to support aircraft operations. Maintenance of aircraft and associated support equipment will be performed IAW Air Force and applicable MAJCOM aircraft maintenance instructions; use this area to discuss any peculiarities of organization or operations that affect the base. For example, 15 ABW might note that no MSS is assigned to the base, so engine management issues are worked directly with the MAJCOM Engine Functional Manager. Additionally, units receiving day-to-day and/or contingency support from collocated or nearby units, facilities, and airfields (military or commercial) for aircraft operations should identify this in the BSP, Part I. This applies to Air Force Reserve Component (AFRC) / Air National Guard (ANG) units receiving support from an active unit or active units receiving reciprocal support from the AFRC/ANG.

A26.10.2. Maintenance Airfield/Aircraft Parking Concerns. Reference airfield diagrams/information in Chapters 7 and 8 in this plan. Ensure the following items are identified in that diagram: arm/de-arm areas, hot cargo areas, hot pits, explosive sited areas, Concurrent Servicing Operations areas, flow through areas, hot gun, hot brake, H70 pads, fuel bladders for aircraft refueling, wash rack, and fuel cell maintenance areas. Provide narrative as required on these topics and on quiet hours, airfield lighting, drainage problems, etc., as they may affect aircraft maintenance.

A26.10.3. Transportation. Note transportation requirements, sources, distribution, and maintenance/control procedures not covered elsewhere. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness before they consolidate wing requirements in the Transportation BaS&E Chapter 20 of the BSP. All subsequent changes of vehicle authorizations, including WRM vehicles, must have Vehicle Management approval prior to inclusion in the BSP. Munitions vehicle requirements

are included in the BaS&E Chapter 20 of the BSP. Identify procedures for repair of high use equipment such as forklifts and tow vehicles.

A26.10.4. Maintenance communications: Detail availability of communications for maintenance activities. Outline any telephone limitations/capabilities not addressed in A26.3.1, A26.4.1. Include frequency ranges for new radio nets or established radio nets available for use by other units, any radio assets available for use by other units; MOC capability to provide console and communications to other units.

A26.10.5. Other Equipment/Capabilities/Limitations: Outline any unique equipment/ capabilities/limitations not covered under previous headings at the installation (special test equipment, depot capabilities, etc.).

A26.10.6. Unit Fuel Tank Assembly: Outline unit capability for build-up of aircraft external fuel tanks. Discuss number of tank assembly teams, production assembly area, and material, tool, and movement requirements.

A26.10.7. Other Information: Outline other information not covered in previous sections that might be useful to maintenance managers of incoming units. Expand as required upon information in other chapters on items such as POL support, resupply procedures, cross servicing, electrical power standards etc., if they impact aircraft maintenance.

A26.10.8. Include the following information for Maintenance Operations Center (MOC). Indicate unit maintenance procedures for: Alert notification, alternative servicing, to include hot pits, bladder usage, etc., MOC coordination, lost/emergency communication procedures for maintenance activities, control of classified materials and components, identification, marking, segregation, utilization and disposition of contaminated assets and components, identify reports sent to higher headquarters, identify specialist dispatch, in-flight emergency ground support and crash recovery.

A26.10.9. Any additional information not covered elsewhere in the chapter.

A26.11. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A26.12. On-equipment Maintenance: Summarize maintenance support/mission during plan operations. Include policies, procedures, and guidance that may differ from those identified in Part I. Outline the general maintenance plan to support aircraft operations, if different than what is outlined in Part I. Include the following:

A26.12.1. From the OPLAN's TPFDD, list numbers of personnel deploying to and from the base (include UTC and RDD. Identify any special factors including requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

A26.12.2. Ensure the maintenance readiness plan identifies specific wartime requirements for: alert notification (current list), initial generation and launch of in-place/arriving aircraft, recovery, quick turn, concurrent servicing, and launch of aircraft plus alert aircraft (if possible).

A26.13. List assumptions essential to making this plan successful.

A26.14. Describe Concurrent Servicing Operations procedures.

A26.15. Outline the forms and actions necessary to develop the generation and sequencing action schedule. Outline the forms and actions necessary to develop the flying and maintenance schedules. This schedule includes the time-phased aircraft generation and scheduled maintenance requirements for the fleet. It assists in planning emergency maintenance workloads and permits supporting functions to determine required workload schedules. Ensure the employing unit prepares the generation schedule for incoming aircraft based on latest arrival time and ensure they forward them to the reception base for inclusion in the BSP. Ensure that each required generation or maintenance action for at least the first 72 hours is scheduled and coordinated with pertinent activities. Consider alert requirements, daily flying/maintenance schedules, viable support equipment/personnel, and facility capabilities.

A26.16. Off-equipment Maintenance: Summarize maintenance support/mission during OPLAN operations. Include policies, procedures, and guidance that may differ than those identified in Part I. Outline the general maintenance plan to support aircraft operations, if different than what is outlined in Part I.

A26.17. List assumptions essential to making this plan successful.

A26.18. Outline the concept of maintenance support, the organization structure for integrating new arrivals, and maintenance priority. Identify the maintenance organizational structure for integrating arriving units into the maintenance complex. Identify maintenance priorities if multiple units will operate from the locations, specialist support, intermediate and jet engine intermediate maintenance support, and support equipment availability.

A26.19. Describe procedures for coordinating aircraft battle damage repair decisions with operations.

A26.20. Identify alternative fuel cell repair locations and procedures, in-flight emergency ground support requirements, and capabilities.

A26.21. Identify procedures for alternative refueling, controlling classified components and materials, and procedures for disposing of contaminated components.

A26.22. Describe the plan for building up external fuel tanks. Include procedures, resource requirements (including augmentees), and the expected source of augmentees and prepositioned assets.

A26.23. Identify procedures for command post coordination if different during execution. Identify procedures for command post coordination, if different during OPLAN execution.

A26.24. Identify wartime unique tasks for the following: alert actions, primary and alternate MOC, plans scheduling, documentation, aircrew debrief, quality assurance, maintenance data systems analysis, training management, programs and deployment.

A26.25. Describe all shortfalls.

A26.26. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A26.26.1. From the OPLAN's TPFDD, list numbers of personnel deploying to and from the unit (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

A26.26.2. Ensure the maintenance readiness plan identifies specific wartime requirements for: alert notification (current list); initial generation and launch of in-place/arriving aircraft; recovery, quick turn, concurrent servicing, and launch of aircraft; plus alert aircraft (if possible).

A26.26.3. Contamination Control. Develop a capability to provide operational-level aircraft decontamination and contaminated waste disposal by establishing procedures IAW *AFMAN 10-2602, Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards.*

A26.26.4. After comparing capabilities against OPLAN requirements, identify any limiting factors and submit them to the Plans and Integration Element for review by the BSPC.

A26.26.5. Provide any additional information not covered elsewhere in the chapter.

Attachment 27

MUNITIONS (BAS&E CH 25)

Note: In coordination with the Maintenance Group Commander, munitions units will develop munitions employment plans (MEP) using the following guidance. The plan must be in direct support of taskings outlined in applicable OPLANS, CONPLANS, and the BSP.

Note: For CONPLAN taskings, as there are infrequent specific munitions build or load-out details, planning will encompass those actions required to deploy, and general actions that remain the same for any scenario. Plan requirements should not be additive i.e. assume that contingencies and OPLAN execution will not occur simultaneously.

Note: For OPLAN taskings, munitions plan development will be a coordinated effort between the reception/bed-down unit (provisional wing) and major deploying units. Units fighting in place and lead munitions flights deploying to collocated operating bases (COBs) should address all the areas listed below. Units deploying to main operating bases (MOBs) or units that are not the lead unit at COBs do not need to address all areas below. They would use the MEP from the lead unit in developing their plan.

Note: Chapter development starts with performing a thorough and comprehensive initial site survey. Munitions matters should be addressed by a munitions expert or someone knowledgeable and experienced in the munitions field. Surveys are not just a one-time effort. Annual visits to the bed-down location are a necessity, especially if newly assigned personnel are involved. For added integrity, insist that a knowledgeable munitions NCO/Officer accompany the survey team. It is essential for the munitions BSP OPR to coordinate with applicable base agencies to ensure required support will be available, and that this support is cross referenced in the respective portions of the BSP/ESP. If a site survey is not possible due to the sensitivity of location, the Contingency Reference Book and Ground Logistics Study contain valuable data for writing the MEP. These documents are available at wing intelligence (IN) offices, worldwide.

Note: Part I of the chapter should detail the resources available to support contingency taskings. These resources include in-place assets (to include serviceable WRM) and resources provided through TPFDD, host nation, and/or other services. Part II describes concept of operations to meet required taskings and appraisal of the unit's ability to fulfill those taskings. Format of the chapter will be at local discretion, but should emphasize ease of use and clarity. The guidelines listed below should give the planner ideas for the areas to consider when developing the chapter. Only include applicable areas of concern in the plan. However, consider specific needs of deploying units when addressing areas of concern.

PART I:

A27.1. Office Information.

A27.1.1. Provide office information for both the primary and alternate facilities for all munitions offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A27.2. Storage Area

A27.2.1. Provide the following information for Munitions Storage Area: location, facility number, fenced (yes/no/unknown), and controlled access (yes/no/unknown).

A27.2.2. Provide the following for Munitions Facilities Information: facility number, explosive siting limits, distance from hot cargo pad, distance from parking ramp, intrusion detection system (yes/no/unknown), number of bays or cells, grounding (yes/no/unknown), and lighting protection (yes/no/unknown).

A27.2.3. Provide Munitions Storage Facility Information: facility type, number of interior column, interior center height, interior sidewall height, barricades information front (yes/no), rear (yes/no), left(yes/no), and right (yes/no). Provide the following for Munitions Facilities Obstruction dimensions: interior length, interior width, door type, door hasp/lock type, door height, and door width. In the remarks describe whether these facilities provide complete overhead cover (contamination avoidance measure for CBRN environments), partial overhead cover, and to what degree they have been provided hardening from conventional munitions effects. Also include information about loading docks and hot cargo pad for incoming munitions shipments.

A27.3. SE Storage Areas.

A27.3.1. Provide the following for SE Storage Facility Information: location, surface type (asphalt, concrete-portland cement etc), length, width, area, covered (yes/no/unknown) lighting (yes/no/unknown), fenced (yes/no/unknown), and in the remarks describe whether these facilities provide complete overhead cover (contamination avoidance measure for CBRN environments), partial overhead cover, and to what degree they have been provided hardening from conventional munitions effects. Also include information about loading docks and hot cargo pad for incoming munitions shipments.

A27.4. Munitions Routes/Delivery Routes: This section describes the on-base and off-base delivery routes used to transport munitions between different areas. Areas for discussion should include primary and alternate delivery routes between the MSA and aircraft parking ramp or hardened aircraft shelters (HAS), MSA and hot cargo pad, and MSA to holding areas (if any), etc. In the remarks section include road hazards, load limitations, bridge locations, etc. This is vital information to know when transporting munitions.

A27.4.1. Provide the following information for on-base munitions delivery routes (Primary): route type (primary), travel distance, route condition, and any on-base primary munitions delivery route remarks.

A27.4.2. Provide the following information for on-base munitions delivery routes (Alternate): route type (alternate), travel distance, route condition, and any on-base alternate munitions delivery route remarks.

A27.4.3. Provide the following information for Off-base Munitions Routes (Primary):

route type: (Primary), travel distance, route condition, off-base primary munitions delivery route remarks.

A27.4.4. Provide the following information for Off-base Munitions Routes (Alternate):

route type: (Alternate), travel distance, route condition, off-base alternate munitions delivery route remarks.

A27.5. Inspection Facilities.

A27.5.1. Provide the Munitions Inspection Facilities Information: facility number, explosive siting limits, distance from hot cargo pad, distance from parking ramp, intrusion detection system (yes/no/unknown), number of bays or cells, grounding (yes/no/unknown), lighting protection (yes/no/unknown), and any remarks.

A27.5.2. Provide the following information for Munitions Inspection Facilities: compressed air for inspection facilities: availability (yes/no/unknown), operational status (operational/not operational/unknown), number of outlets, connection types, and pressure (psi). Provide the door obstruction dimensions information for inspection facilities: drive thru-access (yes/no/unknown), door hasp/lock type, interior length, interior width, interior height, door height, door width, and door type. In the remarks section describe whether these facilities provide complete overhead cover (contamination avoidance measure for CBRN environments), partial overhead cover, and to what degree they have been provided hardening from conventional munitions effects. Also include information about loading docks and hot cargo pad for incoming munitions shipments.

A27.6. Maintenance Facilities Conventional.

A27.6.1. Provide the following information for Maintenance Facilities Conventional: facility number, explosive siting limits, distance from hot cargo pad, distance from parking ramp, intrusion detection system (yes/no/unknown), number of bays or cells, grounding (yes/no/unknown), lighting protection (yes/no/unknown), and any remarks.

A27.6.2. Provide the information for Maintenance Facilities Conventional: is compressed air available (yes/no/unknown), operational status (operational/not operational/unknown), number of outlets, connection types, and pressure (psi). Provide the door information for maintenance facilities: drive thru-access (yes/no/unknown), door hasp/lock type, interior length, interior width, interior height, door height, door width, and door type. In the remarks section describe whether these facilities provide complete overhead cover (contamination avoidance measure for CBRN environments), partial overhead cover, and to what degree they have been provided hardening from conventional munitions effects. also include information about loading docks and hot cargo pad for incoming munitions shipments.

A27.7. Maintenance Facilities Missile.

A27.7.1. Provide the following information for Maintenance Facilities Missile: facility number, explosive siting limits, distance from hot cargo, distance from parking ramp, intrusion detection system (yes/no/unknown), number of bays or cells, grounding (yes/no/unknown), lighting protection (yes/no/unknown), and any remarks

A27.7.2. Provide the information for Maintenance Facilities Missile: is compressed air available (yes/no/unknown), operational status (operational/not operational/unknown), number of outlets, connection types, and pressure (psi). Provide the door obstruction dimensions information for maintenance facilities: Drive thru-access (yes/no/unknown), door hasp/lock type, interior length, interior width, interior height, door height, door width, and door type. In the remarks section describe whether these facilities provide complete overhead cover (contamination avoidance measure for CBRN environments), partial overhead cover, and to what degree they have been provided hardening from conventional munitions effects.

Also include information about loading docks and hot cargo pad for incoming munitions shipments.

A27.8. Assembly/Buildup areas.

A27.8.1. Provide the following information for Assembly/Buildup areas: location, explosive siting limits, type of surface, length, width, total area, weight restrictions, covered (yes/no/unknown), fenced (yes/no/unknown), lighting (yes/no/unknown), grounding (yes/no/unknown), lightning protection (yes/no/unknown) and any assembly/buildup remarks.

A27.8.2. Provide the other area information: distance from MSA, distance from parking ramp, drive-thru access, security/controlled access, and RAMS availability.

A27.9. Holding areas.

A27.9.1. Provide the following information for Munitions Holding Areas: location, explosive siting limits, surface composition, length, width, total area, weight restrictions, covered (yes/no/unknown), fenced (yes/no/unknown), lighting (yes/no/unknown), grounding (yes/no/unknown), and lightning protection (yes/no/unknown).

A27.9.2. Provide the other area information: required distance, distance from MSA, distance from parking ramp, drive-thru access (yes/no/unknown), and security/controlled access (yes/no/unknown).

A27.10. Equipment Information.

A27.10.1. Provide the following information for each piece of munitions equipment: function (munitions), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks. (Include available handling equipment and vehicles by type and quantity. Include WRM vehicles in deep storage identified for munitions flight use. Include available test equipment for precision guided munitions. Identify resources to include tools, equipment, benchstock, etc., required to support munitions operations. Include special tools for build-up operations.)

A27.11. Material and Supplies.

A27.11.1. Provide the following information for all materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement, and any materials and supplies remarks.

A27.12. Personnel Information.

A27.12.1. Provide the following information for all munitions personnel: function (munitions), personnel type, job title, number required, number available and any personnel remarks. (List required personnel by skill level and assess unit capabilities by comparing the requirement with the in-place and/or TPFDD resources. Provide overall personnel requirements for the munitions operations to be performed. Include augmentees and their intended use. Match in-place and deploying personnel against requirements. For deploying personnel, use the manpower force packaging system, derived from the Contingency Operation/Mobility Planning and Execution system (COMPES), to identify skill level and functional account code.)

A27.13. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A27.13.1. State the purpose of this chapter and reference other supporting plans. For example, this plan defines the munitions capabilities available at this location. State the specific mission of your organization. This summary should give military decision makers a brief synopsis of your capabilities based on information available at the time of preparation.

A27.13.2. Describe security systems and procedures for both munitions storage area and flightline delivery locations. Describe security requirements and responsibilities associated with the control and protection of resources, i.e., define responsibilities for perimeter defense of the munitions storage area (MSA), entry control, armed escort for off-base and possibly on-base munitions movements, etc.

A27.13.3. Identify all the required technical data and publications required to support munitions operations.

A27.13.4. Identify communication capabilities and radio frequencies. Include location of computers with internet access if Combat Ammunition System is to be used for munitions reporting purposes.

A27.13.5. Describe safety requirements and tasks necessary to support mission accomplishment. Since most operations are under combat conditions, it's essential that all safety aspects of the operation be identified and controlled as much as possible. Safety awareness will help reduce accidental injury to personnel and loss of other resources. Use AF Operational Risk Management and AF Explosives Safety Standards in planning to help the commanders make informed decisions on the proper mix of combat readiness and safety.

A27.13.6. Delineate Quantity-Distance (Q-D) requirements. If a violation to explosive safety standards exists, ensure waiver, exemption or deviation is filed.

A27.13.7. Provide any additional information not covered elsewhere in the chapter.

A27.14. Multimedia files. Include any applicable multimedia information, photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A27.15. Describe how operations will be accomplished for Tasked Organizations. List the organizations that support this MEP. The TPFDD identifies tasked units, where they are going, when they need to be there, etc. The planner should review the required UTCs and provide extracts to document types of equipment, quantities, earliest arrival date (EAD) and latest arrival date (LAD).

A27.16. Describe how operations will be accomplished for Force Requirements. (Identify the PAA supported, including deployed units).

A27.17. Describe procedures for integrating incoming munitions forces.

A27.18. Describe Pre-conflict Measures. Include responsibilities the munitions OIC/NCOIC must initiate upon notification of plan implementation. Ensure this information is included in Chapter 4, Pre-Conflict Measures or reference this chapter as appropriate.

A27.19. List essential assumptions to make this plan successful. Consider availability of prepositioned assets, access to operational facilities, communications requirements, configuration of deploying aircraft, likely threat environment, availability of protective structures and equipment, etc.

A27.20. Describe any known operational constraints. Constraints include restrictions that might affect the outcome of the operation. Describe those essential issues that are irresolvable at unit level and ensure they are included in the unit LIMFAC report. For example, if ammo modules are not available for F-16 reloading operations, aircraft turnaround times may exceed established time requirements and ultimately affect the Integrated Tasking Order (ITO).

A27.21. Describe significant events that must happen before operations can begin at the employment location. Time To Commence Effective Operations. Describe significant events that must happen before operations can begin at the employment location. If personnel must arrive before aircraft to begin buildup operations or if deployed aircraft must regenerate within a certain time after arrival at the employment location, note this here.

A27.22. Describe Munitions Flight Command Relationships. Who is in charge and who reports to whom? Note the chain-of-command between the different deploying units at the employment location and within your own unit.

A27.23. Describe the Munitions Control Concept of Operations. Describe how munitions control will direct operations, also how and what information will be up channeled to them. Include:

A27.23.1. Personnel. Quantify the number of people to perform the operation.

A27.23.2. Duties. Describe specific duties.

A27.23.3. Facility Layout. The planner should make every effort to obtain/provide detailed drawings or photographs with accurate dimensions. Hand sketches will suffice if more accurate drawings can't be obtained during the site survey.

A27.23.4. Shift Schedule. Identify the number of personnel assigned to each shift.

A27.23.5. Other. Identify other important areas not mentioned above.

A27.24. Describe the Storage Breakout Concept of Operations. Describe the plan for initial breakout of munitions for build-up sites and how these sites will be resupplied. Tasks to consider include prioritized breakout scheme, equipment utilization priorities, in/out shipment operations, production area resupply, and residue removal and disposition (shipment of reusable containers, dispose of or maintain for repack of unserviceable and/or unused munitions during recovery/redeployment, etc.). Specifically address:

A27.24.1. Personnel. Quantify the number of people to perform the operation.

A27.24.2. Resources. List tools and support equipment, vehicles, technical data and publications, etc., needed to perform the operation. If the threat warrants, estimate the amount of barrier materials (plastic sheeting, tarps, etc.) to accomplish CB contamination avoidance measures for these resources. The normal planning factor would be for 5 covers per asset.

A27.24.3. Duties: Describe specific duties.

A27.24.4. Storage Area Layout: Show location of storage structures and build-up sites.

A27.24.5. Shift Schedule: Identify the number of personnel assigned to each shift.

A27.24.6. Other: Identify other important areas not mentioned above.

A27.25. Describe the Munitions Build-up Concept of Operations. Describe the plan for assembly of munitions. Describe the concept of operations for each location if several build-up sites will be used. Include:

A27.25.1. Personnel: Quantify the number of people to perform the operation.

A27.25.2. Resources: List tools and support equipment, vehicles, technical data/publications, etc., needed to perform the operation. If the threat warrants, estimate the amount of barrier materials (plastic sheeting, tarps, etc.) to accomplish CB contamination avoidance measures for these resources. The normal planning factor would be for 5 covers per asset.

A27.25.3. Duties: Describe specific duties.

A27.25.4. Facility Layout. The planner should make every effort to obtain/provide detailed drawings or photographs with accurate dimensions. Hand sketches will suffice if more accurate drawings can't be obtained during the site survey.

A27.25.5. Production Rate. Quantify the number of munitions that can be assembled per hour for a 24 hour period to support the expected sortie rate. Identify crew size to accomplish this.

A27.25.6. Shift Schedule. Identify the number of personnel assigned to each shift.

A27.25.7. Other. Identify other important areas not mentioned above.

A27.26. Describe the Munitions Delivery Concept of Operations. Describe the plan for delivery of munitions to aircraft locations. Include:

A27.26.1. Personnel. Quantify the number of people to perform the operation.

A27.26.2. Resources. List tools and support equipment, vehicles, technical data/publications, etc., needed to perform the operation. If the threat warrants, estimate the amount of barrier materials (plastic sheeting, tarps, etc.) to accomplish CB contamination avoidance measures for these resources. The normal planning factor would be for five covers per asset.

A27.26.3. Duties. Describe specific duties.

A27.26.4. Aircraft parking location layout. Show the location of aircraft parking spots in relation to the munitions storage area and munitions delivery routes.

A27.26.5. Shift Schedule. Identify the number of personnel assigned to each shift.

A27.26.6. Other. Identify other important areas not mentioned above.

A27.27. Describe the Munitions Accountability procedures. Munitions accountability procedures must be an integral part of combat munitions production. This will facilitate consistent and accurate munitions stockpile management and enhance the unit's combat sortie generation capabilities. Incorporate into this section the local accountability and reporting procedures that the munitions organization will use. Existing directives (AFI 21-201, *Conventional Munitions Maintenance Management*) reflect procedures for accountability.

A27.28. Describe the Munitions Resupply procedure. This section should contain data concerning specific resupply details, such as arrival date, method of arrival, quantities, etc. Some things to consider are:

A27.28.1. WRM movement requirements. Determine incoming and outgoing munitions shipments required by TPFDD tasking.

A27.28.2. Describe the theater concept of munitions resupply (see theater CCs OPLAN, CONPLAN, etc.).

A27.28.3. Describe how munitions resupply occurs (by what mode). Identify responsibilities for movement of munitions after delivery.

A27.29. Describe the procedures for Residue Disposal. Munitions packing residue, empty containers, and extra bits/pieces accumulated after buildup operations are complete need to be collected and disposed of to preclude a safety hazard or hindrance to the operation. There may be a requirement to preserve some of this material to repack unused munitions or for some other use. List responsibilities and procedures for residue disposal. Chemically-contaminated Waste Disposal. Munitions personnel must clearly mark and separate all contaminated waste materials from other waste. Determine where the temporary waste disposal site(s) will be, the location of the permanent contaminated waste disposal site, the time period or stock level for placing materials in the temporary waste disposal site, and the mechanism to transport the assets from the temporary to the permanent contaminated waste disposal site. The temporary site should be at least 50 feet from occupied munitions facilities or work positions if possible. Further details for contaminated waste disposal are included in AFMAN 10-2602, *Nuclear, Biological, Chemical, And Conventional (NBCC) Defense Operations And Standards*, Attachment 4.

A27.30. Describe the procedures for Emergency Destruction of Munitions. (If a separate EDM plan is available it can be included in the MEP in place of rewriting it for this section) Emergency Destruction of Munitions (EDM) is the final action taken to ensure assigned munitions and materials do not fall into the hands of unauthorized forces. This section should identify responsibilities and describe procedures on how to destroy munitions if an emergency arises. (If a separate EDM plan is available it can be included in the MEP in place of rewriting it for this section.)

A27.30.1. Responsibilities. Identify responsibilities.

A27.30.2. Support. Identify and coordinate requirements for other agencies, like security forces and EOD, tasked to provide support.

A27.30.3. Resources. Identify equipment, personnel and demolition material needed to support EDM. Is explosive material for EDM on hand or will it be sent through resupply channels?

A27.30.4. Safety Briefing. Identify safety aspects of each operation.

A27.30.5. Destruction Location. Identify where assets will be destroyed.

A27.30.6. Storage Location. Identify locations of demolition materials.

A27.30.7. Destruction Methods. Identify methods used to destroy munitions and materials.

A27.30.8. Other. Identify other important areas not mentioned above.

A27.31. Identify Logistics limitations that could impede implementation of this plan. (Availability of assets (both at home base and deployed location) should be considered. Logistical problems concerning munitions resupply operations, if anticipated, should be mentioned).

A27.31.1. Fuels Distribution. Identify fuel requirements (jet fuel, MOGAS, and diesel), sources and distribution procedures. All fuel for aerospace ground equipment (AGE) and vehicles must be identified and coordinated with the fuels management flight during the planning phase to ensure availability of assets.

A27.32. Identify any known personnel limitations. (Personnel Appraisal. Note personnel limitations.)

A27.33. Identify supply requirements, source and distribution procedures relevant to munitions operations. Note if initial support is from Mobile Readiness Spares Package (MRSP), prepositioned assets, or host-nation support. Identify requirements for common consumable supply requirements such as, banding materials, nails, dunnage, and tie-down equipment.

A27.34. Identify any communications and information requirements. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs, secure and unsecure facsimile machines, and printing capabilities. Consider the effectiveness of the installation warning and reporting network within the on-base munitions area and at any off-base munitions storage sites. Ensure any LIMFACs in this area are highlighted at the installation EOC and in reports to higher headquarters. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A27.35. Identify Camouflage, Concealment, and Deception (CCD) resources and methods. Commensurate with the threat, and with the assistance of Security Forces and CE Emergency Management personnel, identify the resources that require CCD and the optimum CCD techniques available for their protection. This may include netting buildings or vehicles, application of flat gloss foliage matching paint to blend equipment with the terrain, or disguising potential targets the possibilities are numerous. If CCD materials and techniques are determined to be necessary, ensure checklists and local post-attack response procedures are modified to indicate that chemical agents will remain a contact hazard on these materials for an extended period of time (up to 24 hours).

A27.36. Provide procedures for dispersal for munitions, support equipment, vehicles, and personnel. Dispersal efforts to disperse assets will force the enemy to strike in different places to completely destroy all intended targets. Provide procedures for dispersal of munitions, support equipment, vehicles, and personnel.

A27.37. Identify responsibilities, resources, and post-attack procedures decontamination. Identify responsibilities, resources, and post-attack procedures to support the mission.

A27.38. List references for determining required resources (deployment manning document, tables of allowance, vehicle authorization lists, etc.).

A27.39. Describe all shortfalls.

A27.40. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A27.40.1. Munitions Requirements. Total munitions requirements must be known before sound planning can take place. The War Consumable Distribution Objective (WCDO), Annex D, Appendix 6 of OPLANs, and the unit pre-ITO, and Combat Ammunition System (CAS) reports contain information on consumable requirements. These documents outline munitions that are to be prepositioned, assembled into a combat configuration, or shipped, as well as received, at designated times , and provide estimated daily consumption charts. Coordination with OG and MXG plans functions is essential in this area.

A27.40.1.1. Munitions operations will identify all munitions programmed by OPLAN tasking for shipment or receipt to the Base WRM and Transportation Officers. The munitions operations function will assist the Chief of Logistics Plans in preparing appendices for WRM munitions out-loading and receiving for munitions identified by OPLAN for shipment or receipt.

A27.40.1.2. Units will assure munitions shipping/receiving capability in the event communications are out (comm-out). Should the appropriate cell within the Global Ammunition Control Point (GACP) be unreachable, shipping units will confirm outload requirements with their C-NAF in the first instance, and MAJCOM secondly. If a "comm-out" situation exists with all headquarters, the shipping/receiving units will take the initiative to establish communications and confirm out-load capability prior to execution of the shipment. All modes of communication will be considered in a "comm-out" situation, to include such means as DSN, commercial telecon or telegram, MARS, SSB radio, USN radio links, and physical relays by courier.

A27.40.1.3. In a "comm-out" condition to all headquarters, shipping units will process munitions as specified in the most current TPFDD or as requested by the receiving unit once communications are reestablished.

A27.40.1.4. Units storing War Reserve Supplies for Allies (WRSA) items will take into consideration the amount of WRSA munitions to be moved when assessing the unit’s capability to ship and receive assets. WRSA movements are to be included in any concept of operation for munitions movements.

A27.40.2. Transportation. Note transportation requirements, sources, distribution, and maintenance and control procedures not covered elsewhere. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness before the consolidation of wing requirements in the BaS&E Chapter 20 of the BSP. All subsequent changes of vehicle authorizations, including WRM vehicles, must have Vehicle Management approval prior to inclusion in the BSP. Munitions vehicle requirements are included in the BaS&E Chapter 20 of the BSP. Identify procedures for repair of high use equipment such as forklifts and tow vehicles.

A27.40.3. Maps, photographs, drawings, etc., should be maintained as support data. These maps should identify locations of the MSA, storage structures, convoy routes, aircraft

parking ramp, and other important areas for the planner to develop an effective plan. If maps or photographs don't exist or are unavailable, make drawings to add support for the requirement.

A27.40.4. LIMFACs/Shortfalls. Consolidate all shortfalls and LIMFACs in this section and outline efforts to resolve them. Number and assign each LIMFAC an office of primary responsibility (OPR), point of contact (POC), estimated completion date (ECD), impact assessment and work around. After identifying LIMFACs on AF form 4006, submit them to plans and integration function for review by the BSPC. All LIMFACs should be treated as classified to the level of the originating document.

A27.40.5. Any additional information not covered elsewhere in the munitions chapter.

Attachment 28

PERSONNEL (BAS&E CH 26)

Note: This chapter will describe augmenting force capabilities and requirements during a contingency or operations. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART I:

A28.1. General Questions.

A28.1.1. Identify the Mission for personnel.

A28.1.2. Identify the Concept of Operations for personnel.

A28.1.3. Summarize existing capabilities provided by the personnel.

A28.2. Office Information.

A28.2.1. Provide office information for both the primary and alternate facilities for all personnel offices including organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A28.3. Facility Information.

A28.3.1. Provide the following information all personnel facilities including facility number, facility size, classified storage (yes/no), and any personnel facilities remarks.

A28.4. Personnel Information.

A28.4.1. Provide the following information for all personnel: function (personnel), personnel type, job title, number required, number available and any personnel remarks

A28.5. Equipment Information.

A28.5.1. Provide the following information for each piece of personnel equipment: function (personnel, equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A28.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A28.6.1. Provide the number of communication lines, include any special communication capabilities and degree of access (limited, moderate or unlimited) to GCCS, secure telephone/modem/FAX, etc.

A28.6.2. Identify available vehicles.

A28.6.3. List any additional information appropriate for this function and not covered elsewhere.

A28.7. Multimedia files. Include any applicable multimedia information including photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A28.8. Summarize how the capabilities listed in Part I will be used at plan execution.

A28.9. Summarize the personnel office mission during plan execution (Summarize the military and civilian personnel office mission during plan execution. Include number of Emergency Essential civilian positions and employees available during contingency/wartime.)

A28.10. List assumptions essential to making this plan successful. List any assumptions you have which impact your ability to support the wing mission during OPLAN execution. Include assumptions concerning Local National civilian employees during contingency/ wartime operations.

A28.11. Summarize organizational command control relationships existing under plan execution.

A28.12. Review plan tasking to best position parent and augmentation teams, identifying redundant requirements. (Personnel support for contingency operations (PERSCO). Review OPLAN taskings to best position parent and augmentation teams, identifying redundant requirements. Consolidate as needed.)

A28.12.1. Map team locations and available facilities.

A28.12.2. Establish manual procedures to accomplish PERSCO automated processes.

A28.12.3. Provide a security plan for equipment and data. Include emergency destruction procedures.

A28.12.4. Outline plan for PERSCO transition for accountability/casualty reporting into traditional personnel program (assignments, promotions, etc.) support.

A28.12.5. Detail coordination procedures between parent stand-alone teams and any augmenting geographically separated teams. Include needed communications and power support requirements.

A28.13. Prepare a concept to operations for NEO, family support, humanitarian/natural disasters efforts, and loss of PERSCO personnel due to casualty. (Prepare a concept to account for evacuees during operations for NEO and Repatriation. (Ref AFI 10-216, *Evacuating and Repatriating Air Force Family Members and Other US Noncombatants,* During these operations "Personnel" is only responsible for the accountability for the evacuees not the entire process. NEO and Repatriation comes under operations and should be part of a base plan that outlines how all agencies, of which "Personnel" is a small part, will support these efforts.)

A28.14. Provide a security plan for equipment and data.

A28.15. Establish manual procedures to accomplish PERSCO automated procedures.

A28.16. Provide a summary of additional personnel taskings to the Installation Emergency Management Working Group (EMWG).

A28.17. Outline procedures for processing of formerly captured, missing, and detained US personnel. The health, welfare, and morale of returned US personnel are of prime importance. All reasonable efforts will be made to provide for their personal, psychological, and spiritual needs. Returned US personnel will be placed in medical channels as soon as possible. (Ref AFI 10-401, *Air Force Operations Planning and Execution* and War Mobilization Plan (WMP)

Volume 1, Annex G, Appendix 6). Processing time for returnees will be kept to a minimum consistent with their physical condition, the availability of transportation, and other operational considerations.

A28.18. Provide detailed tasks for the personnel management organization. This section should identify and justify wartime tasks which places additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

A28.19. List the amount of supply items. Compute required equipment and supply items based on total numbers of personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part I which may be used during the operation).

A28.20. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

A28.21. Specify communication needs. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A28.22. Describe all shortfalls.

A28.23. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A28.23.1. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel deploying to and from your unit (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

A28.23.2. Develop a detailed plan for participating in the reception of and the accountability for forces received at your location. The plan should include the process of accounting for those forces at your location temporarily; i.e., passing through en route to other locations.

A28.23.3. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A28.23.4. After comparing your capabilities against your OPLAN requirement, identify any limiting factors, and submit them to logistic plan for review by the BSPC.

A28.23.5. List any additional information appropriate for this function and not covered elsewhere.

Attachment 29

MANPOWER (BAS&E CH 27)

Note: This chapter describes your capabilities and responsibilities during both peacetime and wartime. Part I outlines basic peacetime capabilities and general operating procedures. Part II outlines OPLAN-specific (wartime) responsibilities and operating procedures, to include any deployment requirements. Although "Manpower" guidance is provided here separately, it is very important to coordinate this chapter with your local Manpower and Personnel Flight. It is acceptable to consolidate your input in a combined "Manpower and Personnel" chapter.

PART I:

A29.1. General Questions.

A29.1.1. Identify the Mission for manpower. Outline your basic mission and how that mission supports the overall mission of the base.

A29.1.2. Identify the Concept of Operations for manpower.

A29.1.3. Identify existing capabilities manpower.

A29.2. Office Information.

A29.2.1. Provide office information for both the primary and alternate facilities for all manpower offices include the following: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A29.3. Facility Information.

A29.3.1. Provide the following information for all manpower facilities: facility number, facility size, classified storage (yes/no), and any manpower facilities remarks.

A29.4. Personnel Information.

A29.4.1. Provide the following information for all manpower personnel: function, grade, duty title, AFSC, number required, number available and any personnel remarks

A29.5. Equipment Information.

A29.5.1. Provide the following information for each piece of manpower equipment: function (manpower), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A29.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A29.6.1. Provide the number of communication lines, include any special communication capabilities and degree of access (limited, moderate or unlimited) to GCCS, DCAPES, AFMA, secure telephone/modem/FAX, etc.

A29.6.2. Identify available vehicles by type and quantity.

A29.6.3. List any additional information appropriate for this function and not covered elsewhere.

A29.7. Multimedia files. Include any applicable multimedia information including photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A29.8. Summarize how the capabilities listed in Part I will be used to meet manpower related requirements for the plan. (outlined in the "Manpower & Personnel Annex" to the OPLAN i.e., explain procedures to support the Installation Personnel Readiness (IPR) Element).

A29.9. Outline concept of operations for Manpower and Organization technicians deployed to other locations (e.g. COBs) (AFI 38-205, *Manpower & Quality Readiness And Contingency Management*).

A29.10. Describe integration of Manpower and Organization technicians gained as part of deployed forces to your location.

A29.11. Describe support to a NAF, if possible.

A29.12. Outline the relationship which will exist between the Manpower and Organization Office and the Installation Personnel Readiness (IPR) Unit to meet the plan’s functional responsibilities for manpower and personnel. (Outline the relationship which will exist between the Manpower and Organization Office and the IPR in meeting the manpower and personnel functional responsibilities detailed in the OPLAN. For example, how will the IPR be manned and where will it be located. Show organizational structure. Address all locations where this relationship will exist).

A29.13. List the type and number of manpower (CSFXX) UTCs (personnel and equipment) that can be generated or mobilized in support of the plan.

A29.14. List assumptions essential to make this plan successful. (List any assumptions you make impacting your ability to support the wing's mission (to include deployments) during OPLAN execution. Also include any support you will provide in the form of augmentees to other wing functions.)

A29.15. Describe all shortfalls.

A29.16. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A29.16.1. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A29.16.2. Summarize and chart organizational command and control relationships existing under OPLAN execution.

A29.16.3. After comparing your capabilities against your OPLAN requirements, identify any limiting factors, or excess capability, and submit them to the plans and integration function for review by the BSPC.

A29.16.4. List any additional information appropriate for this function and not covered elsewhere.

Attachment 30

INFORMATION MANAGEMENT (BAS&E CH 28)

Note: This chapter is prepared by the installation Information Officer or equivalent. In it, you will describe to your augmenting forces what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART I:

A30.1. General Question.

A30.1.1. Identify the mission for information management (IM).

A30.1.2. Identify the concept of operations for information management.

A30.1.3. Identify existing capabilities and services provided by the information management.

A30.1.4. Describe procedures for the emergency storage and destruction of classified and unclassified materials.

A30.2. Office Information.

A30.2.1. Provide office information for both the primary and alternate facilities for all IM offices including organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A30.3. Facility Information.

A30.3.1. Provide the following information all IM facilities: facility number, facility size, classified storage (yes/no), and any facilities remarks.

A30.4. Personnel Information.

A30.4.1. Provide the following information for all IM personnel: function (IM, personnel type, job title, number required, number available and any personnel remarks.

A30.5. Equipment Information.

A30.5.1. Provide the following information for each piece of IM equipment: function (IM), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A30.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A30.6.1. Identify records management, publishing, and administrative communications functions available to support incoming forces, as necessary. Include support to bare base and COBs as necessary.

A30.6.2. Identify web site for accessing and ordering on-line electronic forms and publications.

A30.6.3. Describe availability of Defense Automated Printing Service (DAPS) printing support for incoming units.

A30.6.4. Ensure that base locator providers establish procedures to include incoming forces in the base locator.

A30.6.5. Identify priorities of all information products.

A30.6.6. List any additional information appropriate for this function and not covered elsewhere.

A30.7. Multimedia files. Include any applicable multimedia information including photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II

A30.8. Summarize the IM mission during plan execution. Outline policies, procedures, and guidance that may differ from those identified in Part I. (Review support agreements to see if communications and information requirements will increase or decrease and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities that may differ from those identified in Part I).

A30.9. List assumptions essential to make this plan successful.

A30.10. Summarize organizational command & control relationships existing under plan execution.

A30.11. Identify files that will be relocated and describe procedures for files that will not be relocated.

A30.12. List functional responsibilities that have a direct bearing on successfully providing communications and information support.

A30.13. Provide detailed tasks for information management organization. (This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.)

A30.14. List amount of required equipment and supply. (Computer required and supply items based on total number of communication and information personnel expected to be deployed to support your operations less the on hand items at your unit identified in Part I which may be used during the operation.)

A30.15. If the current unit facility is adequate for additional arriving personnel, indicate any additional requirements , including lodging and messing

A30.16. Specify communication needs. Identify other base support required for communications and information resources (power, environmental control, physical security, secure work areas.)

A30.17. Describe all shortfalls.

A30.18. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A30.18.1. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit

(UTC and RDD). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements. Coordinate your submission with your Installation Plans Officer before submission.

A30.18.2. Designate area(s) for the emergency destruction of records. Identify space in the records staging area or elsewhere for emergency storage of records. Describe procedures for units to (1) relocate records with deployable units, (2) store or dispose of records not being deployed, and (3) report the emergency disposal of records.

A30.18.3. Identify sitting for inbound equipment. Describe and arrange for alternate site processing/usage agreements.

A30.18.4. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the BaS&E Chapter 20 of the BSP/ESP.

A30.18.5. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to plans and integration function for review by the BSPC.

A30.18.6. Identify procedures for fulfilling information requirements of incoming forces with base capabilities.

A30.18.7. Identify priorities of all and information products.

A30.18.8. List any additional information appropriate for this function and not covered elsewhere.

Attachment 31

POSTAL (BAS&E CH 29)

Note: This chapter is prepared by the postmaster, postal detachment and/or operating location chief. Bases occupied by a wing Air Force Post Office (APO) and tenant unit Aerial Mail Terminal (AMT) will work together in preparing this annex. In it, you will describe to your augmenting forces what your capabilities are and the requirements expected of them during a contingency or war. Basic peacetime capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to everyone involved in the postal support planning process.

PART I

A31.1. General Questions.

A31.1.1. Identify the mission for post office.

A31.1.2. Identify the concept of operations for post office.

A31.1.3. Identify procedures for providing personal mail service.

A31.1.4. Identify procedures for providing official mail service.

A31.1.5. Identify procedures for receiving and distributing mail to forward operating locations.

A31.1.6. Identify procedures for providing services for money orders, stamps, package shipment etc.

A31.1.7. Identify procedures to identify, report and secure area in the event a possible letter/package containing a CBRNE hazard is located in the facility.

A31.2. Office Information.

A31.2.1. Provide office information for both the primary and alternate facilities for all postal offices including organization, description, facility number, DSN phone/fax, commercial phone/fax, and remarks.

A31.3. Facility Information..

A31.3.1. Provide the following information for all postal facilities: facility number, facility size, classified storage (yes/no), In the remarks section describe the layout of your facility number of receptacles, number of postal finance and Postal Service Center (PSC) windows, and maximum mail volume in pounds you estimate the facility can accommodate and include a diagram of your facility.

A31.4. Equipment Information.

A31.4.1. Provide the following information for each piece of postal equipment: function (postal), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A31.5. Personnel Information.

A31.5.1. Provide the following information for all postal personnel: function (postal), personnel type, job title, number required, number available and any personnel remarks.

A31.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A31.6.1. Peacetime APO Operations. Identify the peacetime population served, number of personnel served through PSC receptacles and number of personnel served through unit mail clerks/rooms. Identify the number of units served through the Official Mail Center; to include the number of Activity Distribution Offices. Identify the size of your Custodian of Postal Effects account, average monthly meter sales, money order sales, average daily pieces of directory/forward eligible mail, and stamp sales. Also identify the average monthly official mail transactions. Identify the number of postal personnel (military, civilian and local national) used to accomplish peacetime operations.

A31.6.2. Peacetime AMT/Mail Control Activity (MCA) Operations. Identify the number of postal facilities supported through the AMT, number of truck runs and truck types (40 ft, 20 ft, 1.5 ton etc). Describe mail transfer requirements of MCA operations. Identify the number of postal personnel (military, civilian and local national) used to accomplish peacetime operations.

A31.6.3. Mail Transportation. Provide the mail dispatch and arrival schedules and transportation system(s) used (air, truck, etc.) Provide the average monthly peacetime incoming and outgoing mail volumes. Identify the number and type of vehicles provided to you to accomplish your peacetime mission.

A31.6.4. List any additional information appropriate for this function and not covered elsewhere.

A31.7. Multimedia files. Include any applicable multimedia information including photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A31.8. Summarize the postal mission during plan execution. Summarize how you plan to provide postal support upon OPLAN execution. The summary should include postal facility location(s), hours of operation, services available, personal and official mail delivery plan (personal receptacles and unit mail clerks or unit mail clerk only), and address format permanent party and deployed personnel will use. If unit mail clerk systems are used, identify requirements and procedures for incoming units to appoint unit mail clerks.

A31.9. List assumptions essential to make this plan successful. (List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution. Include impacts of loss of manpower due to personnel deployments to include possible service and service hour curtailments if back-fills are not scheduled).

A31.10. Summarize organizational command and control relationships existing under plan execution. (Postal is a joint service function. OPLANs may use postal forces from multiple services and/or tenant units not normally aligned under the wing commander. Follow the guidance in the OPLAN postal annex to summarize the command and control relationship.)

A31.11. List functional responsibilities that have a direct bearing on successfully providing postal support.

A31.12. List amounts of required equipment and supply items. Compute required equipment, supply items, and stamp stock based on the peak population expected to serve. List those items needed (less on-hand items at your unit identified in Part I which may be used during the operation). Identify arrangements to increase fixed or flexible credit to ensure adequate stamp stock is on hand to accommodate the increased number of personnel. Also identify arrangements to obtain funds for official mail business. Contact the MAJCOM postal support division for guidance.

A31.13. Provide detailed tasks for the postal organization. This section should identify and justify wartime tasks which places additional requirements on your unit and may require additional material, facilities and/or personnel to accomplish the mission (i.e., 1-postmaster, 1-COPE, 5-finance, 6-PSC, 7-, etc). Resource Augmentation Duty taskings are examples of additional requirements that limit the ability to accomplish the core postal mission.

A31.14. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Include impact of increased directory/forward mail processes due to deploying base personnel. If space is not adequate identify how you plan to provide support (installation of expandable shelters or tents, new facility, split operations, etc.).

A31.15. Specify communication needs. Identify any communications and information requirements beyond the capabilities already available. Items for consideration include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Uses of new or temporary facilities are prime examples when additional requirements are necessary. Coordinate with installation Communications Officer prior to consolidation of requirements into BSP. Ensure these requirements are addressed in Communications and Information chapter of the BSP.

A31.16. Describe all shortfalls.

A31.17. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A31.17.1. Contact your unit plans function to determine OPLAN taskings for your unit. From the OPLAN's TPFDD, list the expected base population to serve at the peak of OPLAN execution, numbers of postal personnel deploying to and from your unit UTC and RDD.

A31.17.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Postal vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A31.17.3. Coordinate mail airlift requirements with Air Mobility Command and Aerial Port as required. Include anticipated mail volume based on population served and probable start date.

A31.17.4. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to plans and integration function for review by the BSPC.

A31.17.5. List any additional information appropriate for this function and not covered elsewhere.

Attachment 32

COMMAND AND CONTROL SYSTEMS (BAS&E CH 30)

PART I:

Note: This chapter is prepared by the installation Communications Officer or equivalent. In it, you will describe to your augmenting forces what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

A32.1. Office Information.

A32.1.1. Provide office information for both the primary and alternate facilities for all communications offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A32.2. Base Telephone System.

A32.2.1. Provide the following information for Base Telephone System primary exchange/switch: facility number, owner/controller, commercial phone, DSN phone and any base telephone system remarks.

A32.2.2. Provide the following Base Telephone System Service Information: maximum call area, type service, commercial available (yes/no), DSN available (yes/no), 2-wire service (yes/no), 4-wire service (yes/no), commercial conference capability (yes/no), commercial direct-dial (yes/no), commercial pay phones available (yes/no), conditioned lines available (yes/no), copper lines (yes/no), DSN conference capability, (yes/no), fiber optic lines (yes/no), FTS service available (yes/no), ISVS service available (yes/no), secure telephones available (yes/no), DSN highest precedence (routine, priority, immediate, flash).

A32.2.3. Provide the following Base Telephone System Base Operator Assistance: DSN phone, commercial phone, patching (yes/no), base telephone system PAT settings country/region, routine, priority, immediate, and flash.

A32.2.4. Provide the following Base Telephone System Minimum Essential Circuits: circuit ID and purpose or description.

A32.3. Commercial Telephone System.

A32.3.1. Provide the following information for Commercial Telephone System: source name, distance from the base, mailing address, POC information, commercial phone, and any commercial telephone system remarks.

A32.4. Radio Communications.

A32.4.1. Provide the following information for Radio Communications: facility number, facility type, DSN phone, commercial phone, teletype (yes/no), number of radio position, and any radio communications remarks.

A32.5. Network Frequencies.

A32.5.1. Complete the following for each Network User frequency: network/user, primary frequency, secondary frequency, type of network, purpose, available for deployed unit use (yes/no), and include call signs for in-place units in the remarks.

A32.6. Record communications.

A32.6.1. Provide the following record communications Facility Information.: facility number, facility type, DSN phone, commercial phone, routine indicator, distance from command post, OCRs (yes/no), number of the current official messaging system systems, highest security class, and record communications remark.

A32.7. Video Teleconferencing.

A32.7.1. Provide the following video teleconferencing Facility Information.: facility number, DSN phone, commercial phone, highest security class, number of conferences rooms and any remarks.

A32.8. Automated Data Processing.

A32.8.1. Provide the following Automated Data Processing Facility Information.: facility number, facility type, DSN phone, highest processing, and remarks.

A32.8.2. Provide the following Automated Data Processing Product Priority Classes information: class and description.

A32.9. Command and Control System.

A32.9.1. Provide the following Command and Control System Information: facility number, DSN phone, commercial phone, type of system, and in the remarks section identify the command and control structure of in-place communications forces.

A32.10. On-Base Agencies.

A32.10.1. Provide the following on-base agency information: agency, facility type, facility number, DSN phone, commercial phone, POC information, and any on-base agency remarks.

A32.11. Off-base Agencies.

A32.11.1. Provide the following Off-Base Agency Information: agency, facility type, distance from the base, mailing address, commercial phone, POC information, and any off-base agency information remarks.

A32.12. Personnel Information.

A32.12.1. Provide the following information for all Command and Control personnel: function (Command and Control), personnel type, job title, number required, number available and any personnel remarks

A32.13. Equipment Information.

A32.13.1. Provide the following information for each piece of Command and Control equipment: function (Command and Control), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A32.14. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A32.14.1. Describe any additional existing communications systems capabilities and procedures not listed above.

A32.14.2. Describe the basic COMSEC support capability, current resupply process, and expected ability to handle increasing requirements.

A32.14.3. Identify any additional in-place communications resources, including the type and quantity of any contingency resources that may be made available. Identify the type(s) of network operating systems employed, any information operations protection capabilities, and any planned upgrades to the system.

A32.14.4. Describe the operational concept for all communications capabilities.

A32.14.5. List minimum essential circuits for all base functions as well as the required restoral priority. Identify the base NIPRNET/SIPRNET capability and accessibility by all functional areas.

A32.14.6. Describe provisions to provide unique communications connectivity to all units with such requirements.

A32.14.7. Identify priorities of all communications products.

A32.14.8. Describe alternate site processing agreements.

A32.14.9. List any additional information appropriate for this function and not covered elsewhere.

A32.15. Multimedia files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II

A32.16. Summarize the command and control relationships mission during plan execution.

A32.17. List assumptions essential to make this plan successful.

A32.18. Summarize organizational command & control relationships existing under plan execution.

A32.19. List functional responsibilities that have a direct bearing on successfully providing command and control support.

A32.20. Provide a detailed task list for your organization.

A32.21. Identify siting for inbound equipment.

A32.22. Identify other base support required for communications and computer system.

A32.22.1. Provide a listing of type and quantities of required radios. (Provide a listing of types and quantities of required radios, and identify and assign frequencies and call signs. Consider the need to repair this equipment in a contingency situation.

A32.23. Identify procedure for fulfilling data requirements of incoming forces with base capabilities.

A32.24. Identify priorities of all data automation products.

A32.25. Describe alternate site processing agreements.

A32.26. Identify net/frequency assignments and call signs for in-place and incoming units.

A32.27. List amounts of required equipment and supply items.

A32.28. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

A32.29. Identify addition COMSEC requirements.

A32.30. Describe all shortfalls.

A32.31. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A32.31.1. Consolidate wing communication requirements, including computers, radios, frequencies, VTC bandwidth, and telephones (Class "A" lines). Consider the need for in-country or worldwide direct dialing capability and STU-III capability. Identify additional COMSEC requirements (STU-III, Red Switch phones, SIPRNET, DES Radios, VTC, etc.) Include requirements for repair to your communication equipment in a contingency situation.

A32.31.2. Identify priorities of all communications products.

A32.31.3. List any additional information appropriate for this function and not covered elsewhere.

Attachment 33

FORCE PROTECTION (BAS&E CH 31)

Note: At MOBs, the Defense Force Commander will be responsible for the development of this chapter. The preparation of BSP Force Protection chapter for COBs will be the joint responsibility of the sponsor unit security forces and the CADRE, if applicable. In it, you will describe to your augmenting unit, your capabilities and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. Ensure the most current copy of this chapter and the Integrated Defense Plan has been provided in supporting unit mission folders.

PART I:

A33.1. Office Information.

A33.1.1. Provide office information for both the primary and alternate facilities for all Security Force offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A33.1.2. Determine whether the primary BDOC is centrally located within the ECC.

A33.2. Flightline security.

A33.2.1. Provide the following flightline security information: fence type, fence height, barricade type, barricade height, badges required (yes/no), restricted access (yes/no), parking ramp (yes/no), transient ramp (yes/no), and flightline security remarks.

A33.3. Perimeter Security.

A33.3.1. Provide the following perimeter security information: fence type, fence height, fence length, clear zone distances inside of fence, clear zone distances outside of fence, defense positions sited, (yes/no), perimeter lighting (yes/no), warning signs posted (yes/no,) and any perimeter security remarks. Define the base boundary, base security zone, standoff distances (MANPADs, mortars, etc), and IDS requirements.

A33.4. Base Patrols and Response Teams.

A33.4.1. Provide the following base patrols and response teams information: personnel type, weapons type (if armed), patrol types, dog patrols (yes/no), foot patrols (yes/no), vehicle patrols (yes/no), response team (yes/no), security response team (yes/no), and any base patrols and response teams remarks.

A33.5. Perimeter Gate.

A33.5.1. Provide the following Perimeter Gate(s) Information: gate name, facility number, DSN phone, commercial phone, type guards, number of guards per shift, type weapons, lighting (yes/no), locking gates (yes/no), days/hours of operation, and any perimeter gate information remarks.

A33.6. Entry control point.

A33.6.1. Provide the following entry control point information: location, facility number, organization/function, DSN phone, commercial phone, type guards, guards per shift, type weapons, days/hours of operation, and any entry control point information remarks.

A33.7. Classified Storage Facilities.

A33.7.1. Provide the following Classified Storage Facilities Information: facility number, function, DSN phone, commercial phone, number of safes, highest classification, total number of safes for all facilities, and classified storage facilities remarks.

A33.8. Detention Facilities.

A33.8.1. Provide the following Detention Facilities Information: facility number, DSN phone, commercial phone, capacity, exterior lighting (yes/no), fenced (yes/no), and any detention facilities information remarks.

A33.9. Weapons Storage Facilities.

A33.9.1. Provide the following Weapons Storage Facilities Information: facility number, DSN phone, commercial phone, available to transient crews, authorized weapon type, quantity of authorized weapon on hand, quantity of authorized weapon available, ammunition type, quantity of ammunition on hand, and quantity of ammunition available.

A33.10. Local Law Enforcement.

A33.10.1. Provide the following Local Law enforcement Agencies Information: agency name, commercial phone/fax, distance from base, mailing address, confinement facilities (yes/no), interpreters (yes/no), point of contact, and any local law enforcement agencies remarks.

A33.11. Equipment Information.

A33.11.1. Provide the following information for each piece of FP equipment: function (FP), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A33.12. Material and Supplies.

A33.12.1. Provide the following information for all FP materials and supplies: function, material type, owner, use type, authorized quantity, assigned quantity, unit of measurement, and any materials and supplies remarks.

A33.13. Personnel Information.

A33.13.1. Provide the following information for all FP personnel: function (FP), personnel type, job title, number required, number available and any personnel remarks.

A33.14. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A33.14.1. Identify any additional requirements such as vehicles, communication lines, etc., during any contingency operation.

A33.14.2. Describe any other security resources and procedures to support contingency operations.

A33.14.2.1. List any additional information appropriate for this function and not covered elsewhere.

A33.15. Multimedia files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A33.16. Summarize security force support/mission during plan operations. Include policies, procedures, and guidance that may differ from those identified in Part I.

A33.17. List assumptions essential to make this plan successful. List any assumptions you have which impact on the ability to support the wing mission during OPLAN execution.

A33.18. Identify any special factors you use in determining or assessing capabilities and requirements. Identify any special factors (anticipated threat, requirements, formulas, etc.) you used in determining or assessing capabilities and requirements. Based on extent/type of threat posed to base and operations, determine support required from and forward request to MAJCOM functional manager.

A33.19. Provide detailed taskings for your organization. Identify and justify wartime tasks that place additional requirements on security forces and may require additional material and facilities to accomplish the mission.

A33.20. List amount of required equipment and supply items. Identify on-hand material and facilities and additional requirements. Compute required equipment and supply items based on total numbers of security personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part I which may be used during the operation.

A33.21. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

A33.22. Specify Communication need. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation communications officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A33.23. Describe concept of operations for force protection. Identify responsibilities for in place and incoming security forces. Include relationship with Army, AFOSI, intelligence units or staffs, and local security forces. Describe command control arrangement for security forces. For COBs, delineate host nation command and control structure and describe coordination procedures between USAF and host nation force. Include non-security armed deployment forces. Identify priorities and protective measures for resources and the necessity to collocate like priorities of resources unless a dispersed parking plan is warranted. Include reception and deployment procedures such as customs.

A33.24. Describe procedures and restrictions for releasing classified information to foreign nationals. Describe security facilities, augmentation requirements and number and type of weapons and ammunition available and required.

A33.25. Describe security force facilities, augmentation requirements and number/type of weapons and ammunition available and required.

A33.26. Describe all shortfalls.

A33.27. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A33.27.1. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel deploying to and from the unit (include UTC and RDD. Identify any special factors (requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

A33.27.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to the unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Security Forces vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A33.27.3. After comparing capabilities against your OPLAN requirements, identify any limiting factors and submit them to plans and integration function for review by the BSPC.

A33.27.4. Describe security facilities, augmentation requirements and number and type of weapons and ammunition required.

A33.27.5. Ensure base maps indicate aircraft parking areas, housing and cantonment areas, security forces facilities and posts, ammunition storage areas, fuel storage and servicing areas, major geographical features such as hills and rivers, perimeter weaknesses, sectors, fixed fighting positions, restricted fields of fire due to off-base structures, and likely avenues of enemy approach.

Attachment 34

OPERATIONAL SECURITY AND TACTICAL DECEPTION (BAS&E CH 32)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A34.1. Explain how the base OPSEC program will be incorporated into the BSP.

A34.2. Describe how the planning staff will carry out its OPSEC responsibilities and how CI will be identified documentation and communication. During peacetime, contingency, and/or wartime, identify how planning staff will carry out its OPSEC responsibilities and how critical information (CI) will be identified, documented, and communicated.

A34.3. Identify base OPSEC and Tactical Deception Offices. Also include subordinate units OPSEC Tactical Deception offices.

A34.4. Describe all shortfalls.

A34.5. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A34.5.1. During peacetime, contingency, and/or wartime, identify how planning staff will carry out its Tactical Deception responsibilities.

A34.5.2. List any additional information appropriate for this function and not covered elsewhere.

Attachment 35

FINANCIAL MANAGEMENT/COMPTROLLER (BAS&E CH 33)

PART I:

A35.1. General Questions.

A35.1.1. Identify the mission for financial management/comptroller.

A35.1.2. Identify the concept of operations for financial management/comptroller.

A35.1.3. Describe existing financial management capabilities and services provided by the financial management/comptroller organization.

A35.1.4. Identify procedures for the storage and handling of funds.

A35.2. Office Information.

A35.2.1. Provide office information for both the primary and alternate facilities for all Financial Management/Comptroller offices: organization, description, facility number, DSN phone/fax, commercial phone/fax, and remarks.

A35.3. Financial Management Facilities.

A35.3.1. Provide the following information all Financial Management/Comptroller facilities: facility number, facility size, secure storage (yes/no), and any financial management/comptroller facilities remarks.

A35.4. Personnel Information.

A35.4.1. Provide the following information for all Financial Management/Comptroller personnel: function (financial management/comptroller), personnel type, job title, number required, number available and any personnel remarks.

A35.5. Equipment Information.

A35.5.1. Provide the following information for each piece of Financial Management/Comptroller equipment: function (financial management/comptroller), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A35.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A35.6.1. Outline financial responsibilities.

A35.6.2. Identify funds, potential fund storage facilities, supplies prepositioned or deployed to support geographically separated units (GSUs), COBs, FOLs.

A35.6.3. Include results of site surveys.

A35.7. Multimedia files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A35.8. Describe the financial management plan for financial services and analysis in support of wartime deployment, reception, bed-down, generation, sustainment, and redeployment.

A35.8.1. Include the comptroller concept of operations as well as organization, requirements, capabilities, and Contingency Contract Officer support requirements.

A35.8.2. Include the number of in-place and deploying Comptroller forces.

A35.8.3. Include the total number of inbound forces that must be supported, broken out in 10 day increments (i.e., C+0, C+10, C+20) through C+60. If any forces are from other components, specify the number of forces by component.

A35.8.4. Address noncombatant evacuation and reception, as applicable.

A35.8.5. Estimate amounts of cash you will need to support the mission for the first 14 days.

A35.8.5.1. Obtain from the Contracting representative the estimated value of all known and contracting requirements.

A35.8.5.1.1. Determine if local vendors will accept the GPC card.

A35.8.5.1.2. Determine if local vendors will accept payment in local currency.

A35.8.5.2. Review lodging and feeding requirements and capabilities identified by Services.

A35.8.5.2.1. Determine if and when lodging and meals will be available at no cost to deployed members.

A35.8.5.2.2. If lodging will be contracted, determine how contractor(s) will be paid (e.g., cash (host country or U.S. currency), GPC card, check).

A35.8.5.2.3. If members will have to pay for lodging or meals for any length of time, determine if local hotels and eating establishments accept the Government Travel Charge Card.

A35.8.5.2.4. If members will have to pay for lodging or meals for any length of time, estimate amount needed per member to pay for lodging and meals.

A35.8.6. Determine if any contractual payments must be made by check in local currency.

A35.8.6.1. Determine if there is already a disbursing function with an approved Limited Depository Account (LDA) that will agree to make check payments in local currency (e.g., U.S. Embassy Disbursing Office, Disbursing Office of another DoD component and Defense Finance and Accounting DFAS Service Field Site.

A35.8.6.2. Determine if a new LDA will be required (ref DoD FMR, Vol. 5, Chap 14).

A35.8.7. Obtain a list of local banks that can supply U.S. and local currency in exchange for U.S. Treasury checks (ref DoD FMR, Vol. 5, Chap 13).

A35.8.7.1. Determine what local banks are capable of accepting Electronic Funds Transfer (EFT). Acceptance of EFT from home station will facilitate cash re-supply.

A35.8.8. Review support agreements to see if financial management requirements will increase or decrease and describe accordingly.

A35.8.9. Review Host National Support Agreements, Status of Forces Agreements, and banking and currency laws of the host country, if applicable. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources, etc.) which may differ from those identified in Part I.

A35.9. Summarize organizational and functional command and control relationships existing under OPLAN execution.

A35.10. List assumptions essential to making this plan successful. list any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

A35.11. Describe comptroller communications, support, transportation, procedure and concepts.

A35.11.1. For communications: describe comptroller lines of communication for financial services and financial analysis support.

A35.11.2. For Support: describe how comptroller support will be provided to GSUs, COBs, and FOLs.

A35.11.2.1. List GSUs, COBs, and FOLs by name and give approximate distance from the main base.

A35.11.2.2. Identify whether a Disbursing Agent or Paying Agent is required. Prepare disbursing/paying agent instructions. Ensure disbursing/paying agent and cashier orders contain name, mailing address, and official station; unique host nation support, and protocol.

A35.11.3. For Transportation: describe how comptroller personnel will be transported from MOB to supported GSUs, COBs, or FOLs.

A35.11.3.1. Specify the mode of transportation (e.g., government vehicle, helicopter, and organic airlift) for land transportation; specify the unit that will provide the vehicle and the type of vehicle that will be provided.

A35.11.3.2. Ensure you consider the number of forces that must be transported, their mobility and personal baggage and the dimensions and weight of the comptroller Deployable Logistics Detail (LOGDET) Kit if applicable.

A35.11.3.3. Include easily understandable written directions and/or maps from the MOB to the deployed location. Where applicable, make every attempt to have written directions and maps in both English and the host country language.

A35.11.3.4. Describe how paper currency and coin will be transported to the employment location. Specify who will provide funds escorts. If Security Forces are deploying at the same time to the same location, try to coordinate with them to provide funds escorts.

A35.11.4. For Procedure And Concepts: Describe lateral support procedures at the employed location.

A35.11.4.1. Describe security of funds.

A35.11.4.2. Identify locations from which U.S. and foreign currency, military payment certificates, and disbursing capability may be obtained.

A35.11.4.3. Identify other Service and host nation resources.

A35.11.4.4. Identify contracting and disbursing requirements, capabilities, and related fund requirements.

A35.12. Describe computer support and communication requirements.

A35.12.1. Include alternate processing sites and supporting bases in case of in-theater rollback of accounting functions. Address procedures required during computer non-availability periods, requirements for additional computer support, factors limiting use of existing computers, use of transportable shelter systems, in-theater fall out; and key points of contact. Identify remote device locations and ensure necessary telecommunication service requests have been forwarded to the supporting communications activity.

A35.12.2. Specify communication needs, including radios, frequencies, cellular phones and telephones (Class "A" lines). Consider communications requirements to support the Automated Battlefield System (ABS). Consider the need for in-country or worldwide direct dialing capability. Determine if you will have sufficient STE and VOSIP capability.

A35.13. Describe security funds in storage and in transit: specify security requirements for funds in storage and in transit. Describe arrangements made with security forces, other Services, and host nations. List field safe and vault capability. Identify sidearm and other weapon requirements and arrangements for comptroller personnel performing security of funds and escort duties.

A35.14. Describe emergency currency and coin processes and capabilities. Include concept of supported GSU, COB and FOL.

A35.15. Identify wartime unique tasks for quality control, security of funds, include relocation to and operating in a toxic environment. Address policies for modifying or suspending operations in the disbursement area, when chemical suits and masks are worn.

A35.16. Describe financial services procedures: controlling AF Form 616, *Fund Cite Authorization*; properly coding documents with emergency and special program (ESP) codes; potential change fund requirements; support to Postal, Non-Appropriated Fund activities and Army Air Force Exchange.

A35.17. Describe financial analysis procedures:

A35.17.1. Segregating and accumulating system contingency costs to properly identify them as specified by higher headquarters, including ESP codes or other reporting requirements as specified by higher headquarters.

A35.17.2. Identifying additive funding requirements under emergency conditions, as a minimum, by appropriation, operating agency code, operating budget account number, and fiscal year.

A35.17.3. Planning, programming and budgeting if wartime duties reduce or eliminate availability of resource advisors to support the resource management system.

A35.17.4. Establishing funding requirements at wartime GSUs, COBs, and FOLs.

A35.17.5. Emergency reprogramming of funds.

A35.18. List amount of required equipment and supply items. Determine required equipment and supply items based on total numbers of financial management personnel expected to deploy

to support your operations. (less on-hand items at your unit identified in Part I which may be used during the operation).

A35.19. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Consider the probability of 24 hour a day operations using 2 shifts. Specify the need for secure work areas, including those with a cashier's cage and a vault with a duress alarm system.

A35.20. Describe all shortfalls.

A35.21. Miscellaneous Notes. include the following information in the miscellaneous notes section.

A35.21.1. Describe lines of communication between higher headquarters, MOBs, and GSUs/COBs/FOLs, and disbursing/paying agents.

A35.21.2. Describe concepts for establishing funding authority for GSUs/COBs/FOLs, and disbursing agents. Describe concepts for establishing funding authority for GSU/COB/FOL wartime-only locations.

A35.21.3. Describe procedures for paying civilian employees to include: U.S., Emergency-Essential U.S., Key U.S., Host National Civilians and Host National Contingency Essential Civilians.

A35.21.4. Identify any comptroller functions you foresee being discontinued or limited during (1) the first 30 to 90 calendar days of a conflict and (2) sustained operations.

A35.21.5. Describe procedures for paying civilian employees to include US, Emergency Essential US, Key US, Host National Civilians, and Host National Contingency Essential Civilians.

A35.21.6. If applicable, describe procedures for transmitting accounting and disbursing data/documents to primary accounting/disbursing activities (e.g., DFAS Field Sites).

A35.21.7. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel and logistics packages deploying to and from the unit (include UTC and RDD). Identify any special factors requirements, formulas, etc. used in determining or assessing capabilities and requirements.

A35.21.8. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to the consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. All subsequent changes of vehicle authorizations, including WRM vehicles, must be approved by Vehicle Management prior to inclusion in the BSP. All vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A35.21.9. After comparing your capabilities against your OPLAN requirements, identify any shortfalls and limiting factors and submit them to plans and integration function for review by the BSPC.

Attachment 36

CONTRACTING (BAS&E CH 34)

Note: The Chief of Contracting prepares this chapter, except in Korea, where the logistics plans officer prepares it in coordination with the United States Army Contracting Command Korea (USACCK). In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents members will be involved with concerning wartime planning. Properly completed, it will be a primary resource document.

PART I:

A36.1. Office Information.

A36.1.1. Provide contracting office information for both the primary and alternate facilities for all contracting offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A36.2. Contracting Sources.

A36.2.1. Provide the following information for each contracting source and vendor: source or vendor name, contract number, product or service, distance from base, commercial phone/fax, day/hours of operation, mailing address, POC name, and any contracting sources and vendor remarks.

A36.3. Personnel Information.

A36.3.1. Provide the following information for all contracting personnel: personnel type, job title, number required, number available, and any personnel remarks.

A36.4. Equipment Information.

A36.4.1. Provide the following information for each piece of contracting equipment: equipment type, owner, use type, authorized quantity, assigned quantity, and any equipment remarks.

A36.5. Miscellaneous Notes. include the following information in the miscellaneous notes section.

A36.5.1. Identify procedures to submit requirements when time or circumstances do not permit normal processing of purchase requests.

A36.5.2. Identify procedures to process routine purchase requests as well as feasibility of the GPC card and the procedures for its use.

A36.5.3. Identify what information is required to make timely purchases.

A36.5.4. Identify procedures for cash payment of contracts negotiated in forward areas, e.g. paying agent, and procedures for acquisition, control, and exchange of currencies, if required.

A36.5.5. Emphasize that only contracting officers can purchase goods to fill requirements.

A36.5.6. Provide a general description of local market conditions, e.g. construction material readily available, equipment rental limited to light construction equipment, and limited off-base lodging, etc.

A36.5.7. Identify on hand materiel, facilities, and additional requirements such as vehicles, communication lines, etc., during any contingency operation.

A36.5.8. List any additional information appropriate for this function and not covered elsewhere.

A36.6. Multimedia Files. include any applicable multimedia information including photographs, maps, diagrams, drawings, Word documents, PowerPoint presentations, Excel spreadsheets etc.

PART II:

A36.7. Summarize contracting support/mission during plan operations. Include policies, procedures, and guidance that may differ than those identified in Part I.

A36.8. List assumptions essential to making this plan successful. List any assumptions you have which impact on the ability to support the wing mission during OPLAN execution.

A36.9. Identify from where the contracting authority will be derived for the servicing contract activity: Designate who will be the servicing contract activity for the operation

A36.10. Receive those requirements that will either need to be established on contract or increased via existing contracts. Identify who will require contracting support.

A36.11. Identify procedures for awarding contracts required during plan implementation.

A36.12. Provide detailed tasks for the contracting organization. This section should identify and justify wartime tasks that place additional requirements on contracting units and may require additional materiel and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

A36.13. List the amount of required equipment and supply items based on total number of contracting personnel expected to deploy to support operations (subtract on-hand items at the unit identified in Part I which may be used during the operation).

A36.14. Is the current unit facility adequate for the additional personnel arriving. If not, indicate any additional requirements.

A36.15. Specify communications needed: Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation communications officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A36.16. Describe all shortfalls.

A36.17. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A36.17.1. Contact your unit plans function to determine OPLAN taskings for the unit. From the OPLAN's TPFDD, list numbers of personnel deploying to and from the unit (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

A36.17.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to the unit. Provide requirements to the Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Contracting vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A36.17.3. After comparing your capabilities against the OPLAN requirements, identify any limiting factors and submit them to the plans and integration Function for review by the BSPC.

A36.17.4. Identify all ‘Essential Contractor’ positions. Provide ‘Essential Contractor’ personnel data to BSPC for inclusion in BSP development.

Attachment 37

WEATHER (BAS&E CH 35)

PART I:

A37.1. General Questions.

A37.1.1. Identify the mission.

A37.1.2. Identify the concept of operations.

A37.1.3. Describe services provided by the base weather function. Specify Army or AF support requirements and available services (i.e., forecasting, observing, weather warnings, advisories, etc).

A37.1.4. Describe weather instrumentation available at the airfield: fixed airfield weather equipment (include, if appropriate, an airfield diagram highlighting locations of wind, temperature/dew point, atmospheric pressure, and cloud sensors as well as any RVR, lightning detection, geophysical, precipitation or radar equipment). Include information and data transmission and reception equipment/capabilities to include local dissemination for the base.

A37.1.5. Identify unique weather support capabilities at the airfield. Include any unique weather support capabilities resident at the base (e.g., rawinsonde, tactical weather equipment, etc.).

A37.1.6. Identify capabilities for accessing weather Information from other DoD and commercial systems.

A37.1.7. Identify additional support provided by the local or host nation agencies or other services components. Include any existing host nation support agreements for indigenous support, if applicable.

A37.2. Office Information.

A37.2.1. Provide office information for both the primary and alternate facilities for all weather offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and include STU-III or other secure phone in the remarks.

A37.3. Facility Information.

A37.3.1. Provide the following information for all weather facilities: facility number, facility size, classified storage (yes/no), and identify layout of weather facilities, including floor and office/work space in the weather facilities remarks. Include the daily hours of operation for each facility listed.

A37.4. Personnel Information.

A37.4.1. Provide the following information for all weather personnel: function (weather), personnel type, job title, number required, number available and any personnel remarks.

A37.5. Equipment Information.

A37.5.1. Provide the following information for each piece of weather equipment: function (weather), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A37.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A37.6.1. Include a copy of the climatology summary for the base. Coordinate with the local Intelligence unit to provide a short descriptive climatology of the base for their Intel Situation Analysis BaS&E Ch 17. Review the Situation Analysis for accuracy and compatibility with the official base climatology summary.

A37.6.2. List any additional information appropriate for this function and not covered elsewhere.

A37.7. Multimedia Files. Include any applicable multimedia information including, photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet, and links to 14WS climatology summaries for the base and local region.

PART II:

A37.8. Summarize the weather unit's mobility and/or generation mission(s) upon plan execution to include tasked UTCs. Include policies or procedures that differ from those identified in Part I.

A37.9. Identify what facilities and services will be available for all assigned, arriving, and departing personnel, if different from Part I.

A37.9.1. Support to mission and/or combat operations (weather briefings, planning support, CBRN cell, etc.).

A37.9.2. Sustainment support to the garrison or installation proper (weather warnings, advisories, radar support, etc.), and who provides it.

A37.9.3. Determine the disposition of workspace as well as indigenous personnel and equipment under OPLAN execution, if applicable.

A37.10. Identify specific communications and host support requirements or agreements you may need to support plan execution. Summarize those requirements that cannot be met as LIMFACs.

A37.10.1. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into the Base Support Plan. Ensure these requirements are addressed in Chapter 34 - Communication and Information Management.

A37.10.2. Identify specific power requirements for any specialized or unique weather equipment.

A37.11. Describe all shortfalls.

A37.12. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A37.12.1. Identify weapon system specific weather support requirements needed to support OPLAN execution. Summarize those requirements that cannot be met as LIMFACs.

A37.12.1.1. Identify any unique weapon system thresholds or environmental limitations for launch/recovery, employment, ground maintenance, and other related operations.

A37.12.2. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the plans and integration office for review by the BSPC.

Attachment 38

PUBLIC AFFAIRS (BAS&E CH 36)

PART I:

A38.1. General Questions.

A38.1.1. Identify the mission for public affairs.

A38.1.2. Identify the concept of operations for public affairs.

A38.1.3. Describe the capabilities and services provided by the base public affairs function.

A38.1.4. Identify additional support by local or host nation activities or other service components for public affairs.

A38.2. Office Information.

A38.2.1. Provide office information for both the primary and alternate facilities for all public affairs offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A38.3. Facility Information.

A38.3.1. Provide the following information for all public affairs facilities: facility number, facility size, classified storage (yes/no), and any public affairs facilities remarks.

A38.4. Personnel Information.

A38.4.1. Provide the following information for all public affairs personnel: function (public affairs), personnel type, job title, number required, number available and any personnel remarks.

A38.5. Equipment Information.

A38.5.1. Provide the following information for each piece of public affairs equipment: function (public affairs), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A38.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A38.6.1. List any additional information appropriate for this function and not covered elsewhere.

A38.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A38.8. Summarize the public affairs mission during plan operations. Include policies, procedures, and guidance that may differ than those identified in Part I.

A38.9. Identify what facilities and services available for all personnel: (Identify what facilities and services will be available for all assigned, arriving, and departing members, if different than outlined in Part I.)

A38.10. List assumptions essential to make this plan successful. (List any assumptions you have which impact your ability to support the wing mission during OPLAN execution)

A38.11. Summarize organizational command and control relationships existing under plan execution.

A38.12. List functional responsibilities that have a direct bearing on successfully providing public affairs support. (Consider establishing a news media center, straight talk/rumor control center, etc.)

A38.13. Outline detailed tasks. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

A38.14. List the amount of required equipment and supply items. Compute required equipment and items based on total number of public affairs personnel expected to deploy to support your operations (less the on-hand items at your unit identified in Part I which may be used during the operation).

A38.15. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements.

A38.16. Specify communication needs. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A38.17. Describe all shortfalls.

A38.18. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A38.18.1. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

A38.18.2. Consider establishing a straight talk rumor control center to handle queries from unit members, employees, family members, and local communities.

A38.18.3. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A38.18.4. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the plans and integration office for review by the BSPC.

Attachment 39

HISTORIAN (BAS&E CH 37)

Note: This chapter is prepared by the host unit historian or equivalent. The chapter will cover what is available for deploying historians who will be assigned to the host unit, historians who will have autonomous operations, and historians who will be deploying from the host unit. The writer will describe the host history office capabilities, what is available for deployment, and what is available on-base for use by incoming historians. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II.

PART I:

A39.1. General Questions.

A39.1.1. Identify the mission for historian.

A39.1.2. Identify the concept of operations for historian.

A39.1.3. Identify existing capabilities provided by the base historian.

A39.2. Office Information.

A39.2.1. Provide office information for both the primary and alternate facilities for all historian offices: organization, description, facility number, DSN phone/fax, commercial phone/fax, and remarks.

A39.3. Facility Information.

A39.3.1. Provide the following information all historian facilities: facility number, facility size, classified storage (yes/no), and any historian facilities remarks.

A39.4. Personnel Information.

A39.4.1. Provide the following information for all historian personnel: function (historian), personnel type, job title, number required, number available and any personnel remarks.

A39.5. Equipment Information.

A39.5.1. Provide the following information for each piece of historian equipment: function (historian), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A39.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A39.6.1. Explain what services are available.

A39.6.2. List any additional information appropriate for this function and not covered elsewhere.

A39.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A39.8. Summarize the historian mission during plan operations. Include policies, procedures, and guidance that may differ than those identified in Part I.

A39.9. List assumptions essential to making this plan successful. (List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution)

A39.10. Summarize organizational command and control relationships existing under plan execution.

A39.11. List functional responsibilities that have a direct bearing on successfully providing historian support.

A39.12. Outline detailed tasks: This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

A39.13. List amount of required equipment and supply items: Compute required equipment and supply items based on total numbers of historians expected to deploy to your base (less on-hand items at your unit, identified in Part I which may be used during the operation).

A39.14. Specify communications need: Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation communications officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A39.15. If the current history facility is adequate for the additional personnel arriving and indicate any additional requirements.

A39.16. Describe all shortfalls.

A39.17. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A39.17.1. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of historians deploying from your unit and those historians deploying into your base (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) used in determining or assessing capabilities and requirements.

A39.17.2. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with Vehicle Management to ensure completeness prior to consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. Vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A39.17.3. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the plans and integration function for review by the BSPC.

A39.17.4. Identify any additional information not covered elsewhere in this instruction.

Attachment 40

LEGAL (BAS&E CH 38)

PART I:

A40.1. The Staff Judge Advocate will prepare this chapter. Identify legal support capabilities. Include facilities and existing services. As a minimum, include the availability/limitations of support in the following areas: Law of Armed Conflict (LOAC), Rules of Engagement (ROE), international law, military justice, legal assistance, and civil law.

A40.2. Identify available courtrooms, inventory legal libraries, and otherwise identify physical assets, to include computer and electronic equipment.

A40.3. Ensure judge advocates, paralegals, attached reservists, and civilian employees are trained for functional changes from peacetime to wartime.

PART II:

A40.4. Summarize the mission for your unit during OPLAN operations. Review support agreements to see if legal requirements will increase or decrease and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources, etc.) which may differ than those identified in Part I.

A40.5. List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.

A40.6. Summarize organizational command control relationships existing under OPLAN execution.

A40.7. Contact your unit plans function and District Plans Officer to determine OPLAN taskings for your unit. From that OPLAN's Time-Phased Force and Deployment Data (TPFDD), list numbers of personnel deploying to (and from) your unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

A40.8. Identify those functional offices, units or OPRs that are depended upon for legal support.

A40.9. Provide detailed tasks. This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission.

A40.10. Compute required equipment and supply items based on total numbers of legal personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part I which may be used during the operation).

A40.11. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Specify the need for secure work areas, including private offices for legal assistance, interview rooms, courtrooms, and evidence facilities—if evidence cannot be maintained by the Security Forces or OSI.

A40.12. Communications and Information. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, networking capabilities (classified and unclassified), secure phone

instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Insure these requirements are addressed in Chapter 28.

A40.13. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Transportation Function by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Transportation Function to ensure completeness prior to the Transportation Function consolidation of wing requirements for publication into the Transportation Chapter of the IGESP. The Transportation Function prior to inclusion in the IGESP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the Transportation chapter of the IGESP.

A40.14. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to logistics plans for review by the IGESPC.

Attachment 41

CHAPLAIN CORPS (BAS&E CH 39)

Note: The installation chaplain will prepare this chapter. Identify policy and guidance to facilitate planning and execution of a comprehensive Chaplain Corps ministry during base support, operation site planning, humanitarian relief operations, as well as, all levels of conflict in the area of operations (AO). These activities include being a visible reminder of the Holy; providing a pluralistic, pastoral, moral, ethical, religious, and spiritual ministry to Air Force personnel in support of maximum Air Force combat effectiveness. Air Force Chaplain Corps personnel, operating as Religious Support Teams (RST) are essential in the combat area to provide timely ministry to Air Force personnel facing the trauma of mass casualties, battle fatigue, and other combat-related stress. These teams are needed in the AO to nurture the living, minister to casualties, and honor the dead.

PART I:

A41.1. General Questions.

A41.1.1. Identify the mission for the Chaplain Corps teams.

A41.1.2. Identify the concept of operations for the Chaplain Corps teams.

A41.1.3. Identify Chaplain Corps teams support capabilities and existing services. At a minimum, include the availability and/or limitations of support in the following areas: worship and rites, religious accommodation, pastoral care, pastoral visitation, traumatic stress intervention, and confidential pastoral counseling.

A41.1.4. Identify any additional support provided by local or host nation activities or other service components for Religious Affairs. Describe support provided to or obtained from other services, including Religious Affairs in Joint Operations, NATO Forces, also consider MOA/MOU between contingency services, organizations and support provided by local civilian clergy. Include coverage of hospitals, expansion hospitals and contingency hospitals when applicable.

A41.2. Office Information.

A41.2.1. Provide information for both the primary and alternate facilities for all Chaplain Corps offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A41.3. Facility Information.

A41.3.1. Provide the following information for all Chaplain Core facilities: facility number, facility size, classified storage (yes/no), and any chaplain facilities remarks.

A41.4. Personnel Information.

A41.4.1. Provide the following information for Chaplain Core personnel: function (Chaplain Corps), personnel type, job title, number required, number available and any personnel remarks.

A41.5. Equipment Information: (include computers, printers, portable equipment for worship, public address (PA) systems, keyboards, and other communication equipment.

A41.5.1. Provide the following information for each piece of Chaplain Corps equipment: function (Chaplain Corps), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A41.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A41.6.1. Describe procedures for accounting for appropriated and non-appropriated funds.

A41.6.2. Establish what is required to ensure chaplains and chaplain assistants, including ARC personnel, civilian employees and volunteers, are trained for functional changes from peacetime to wartime. Describe procedures for integrating incoming Chaplain Corps members (including ARC personnel) into the Chaplain Corps organizational structure.

A41.6.3. List any additional information appropriate for this function and not covered elsewhere.

A41.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A41.8. Summarize the Chaplain Corps mission during operations planning. Review support agreements to establish if Chaplain Corps requirements will fluctuate, and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources etc) which may differ from those identified within Part I.

A41.9. List assumptions essential to making this plan successful. (List any assumptions which impact on the ability to support the mission during OPLAN execution.)

A41.10. Summarize organizational command and control relationships existing under plan execution. Include Chapel Control Center plans if applicable.

A41.11. List functional responsibilities having a direct bearing on successfully providing Chaplain Corps support.

A41.12. Outline detailed tasks: Identify and justify wartime tasks that place additional requirements on the unit and therefore may require additional material and facilities to accomplish the mission.

A41.13. List required equipment and supply item quantities based on total numbers of legal personnel anticipated to be in support of Chaplain Corps operations.

A41.14. To accommodate additional personnel and their requirements, specify the need for secure work areas, private offices for chaplains, worship areas and sacramental supply storage areas.

A41.15. Specify communication requirement: Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A41.16. Describe all shortfalls.

A41.17. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A41.17.1. Contact unit plans function and District Plans Officer to determine OPLAN taskings for the unit. Referencing the OPLAN TPFDD, list numbers of personnel deploying to and from the unit (include Unit Type Code (UTC) and Required Delivery Date (RDD)). Identify any special factors used in determining or assessing capabilities and requirements.

A41.17.2. Identify vehicles requirements. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned. Provide requirements to the Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Vehicle Management to ensure completeness prior to the Vehicle Management consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. The Vehicle Management prior to inclusion in the BSP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A41.17.3. Following a comparison of unit capabilities against OPLAN requirements, identify limiting factors and submit them to plans and integration function for review by the BSPC.

A41.17.4. Any additional information not covered elsewhere in this instruction.

Attachment 42

SAFETY (BAS&E CH 40)

Note: This chapter is prepared by the Chief of Safety. In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART I:

A42.1. General Questions.

A42.1.1. Summarize the mission for safety during any contingency to include general policies, procedures, and guidance

A42.1.2. Identify the concept of operations for safety.

A42.1.3. Describe the capabilities and services provided by the base safety function.

A42.2. Office Information.

A42.2.1. Office information for both the primary and alternate facilities for all safety offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A42.3. Facility Information. Provide the following information all safety facilities: facility number, facility size, classified storage (yes/no), and any safety facilities remarks.

A42.4. Personnel Information. Provide the following information for safety personnel: function (safety), personnel type, job title, number required, number available and any personnel remarks.

A42.5. Equipment Information. Provide the following information for each piece of safety equipment: function (safety), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A42.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A42.6.1. Identify and advise the commander of effect and impact to mission accomplishment during joint operations. Significant issues arise in the ‘joint environment’ which are not encountered in routine single-service operations and can have a cumulative effect with respect to risk. These include, but are not limited to, deployment problems (e.g., cargo preparation and marshaling for airlift and sealift, ramp space allocation and aircraft surface movement conflicts, establishment of quantity-distance limits for explosives and "hot cargo" areas at deployed locations); air traffic conflicts among participating forces and with civil aviation operations (saturation, participating aircraft performance, terminology and language problems, block airspace for refueling operations, etc.); and exposure to potential blue-on-blue fire (such as disconnects between rules of engagement, air tasking order management, and even routine movements). In short, risk reduction, while naturally embedded in the planning of day-to-day combat operations, must also be a separate concern and receive due attention both during movement operations and upon establishment of

deployed presence. Otherwise, commanders stand to lose vital assets needed to accomplish their missions.

A42.6.2. List any additional information appropriate for this function and not covered elsewhere.

A42.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A42.8. Summarize the mission for your unit during plan operations. Review support agreements to see if safety requirements will increase or decrease and plan accordingly. Include policies, procedures, guidance, and any changes in capabilities (decreased/increased services, resources, etc.) which may differ than those identified in Part I. Assess risk for joint operations to include co-location bed-down of personnel and weapons systems.

A42.9. List assumptions essential to making this plan successful. (List any assumptions you have which impact on your ability to support the wing mission during OPLAN execution.)

A42.10. Summarize organizational command control relationships existing under plan execution.

A42.11. List functional responsibilities that have a direct bearing on successfully providing safety support.

A42.12. Provide detailed tasks: This section should identify and justify wartime tasks that place additional requirements on your unit and may require additional material and facilities to accomplish the mission.

A42.13. Define your functional role in risk management during the implementation phase of this support plan. Specific attention should be placed on those operations with inherent risk. Include explosive exceptions in the risk management. Assist other functional managers in the development and identification of risk within all areas of the operation to include joint operations to include co-location bed-down of personnel and weapons systems.

A42.14. Define mishap reporting procedures that will be in effect during implementation of this plan. Subsequent mishap investigations will be IAW AFI 91- 204, *Safety Investigations and Reports* and supporting safety guidance.

A42.15. List amount of required equipment and supply items: Compute required equipment and supply items based on total numbers of Safety personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part I which may be used during the operation).

A42.16. If the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. (Specify the need for secure work areas, including interview rooms and evidence facilities.)

A42.17. Specify Communications needs. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or cell phones, pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation communications officer prior to consolidation

of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A42.18. Describe all shortfalls.

A42.19. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A42.19.1. Contact your unit plans function to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit (include UTC and RDD, and LIMFACS). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements.

A42.19.2. Explain/advise of any issues/operations that could impact on the successful implementation of the OPLAN. Emphasis in risk management throughout the execution of the OPLAN should ensure mission accomplishment with minimal resource loss.

A42.19.3. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Vehicle Management to ensure completeness prior to the Vehicle Management consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. The Vehicle Management prior to inclusion in the BSP must approve all subsequent changes of vehicle authorizations, including WRM vehicles. All vehicle requirements are included in the BaS&E Chapter 20 of the BSP.

A42.19.4. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the plans and integration function for review by the BSPC.

A42.19.5. Ensure explosive storage and operating locations, combat explosives loaded aircraft parking plan, transit parking of explosive cargo loaded aircraft are established, and explosives site planning requirements are accomplished IAW AFMAN 91-201 and supplement requirements.

A42.19.6. Safety ensures mishap prevention measures are utilized and conducts risk assessment when needed.

A42.19.7. Ensure emergency response plans are being developed to handle problems involving aircraft emergencies IAW FSO responsibilities and provide outline pre-mishap response plan IAW AFI 91-202, *The US Air Force Mishap Prevention Program*.

A42.19.8. Weapons safety personnel will:

A42.19.8.1. Ensure detailed site plans are submitted to support the contingency or wartime operation prior to deployment.

A42.19.8.2. Ensure that any request for waiver, exemption, or deviation is submitted only for strategic and compelling reasons and that the commander is advised of the inherent risk.

A42.19.8.3. When required, enforce use of established compensatory measures for explosives violations.

A42.19.8.4. Ensure all Net Explosive Weight (NEW) limitations for licensed and sited explosives storage locations are complied with.

A42.19.8.5. Ensure initial weapons safety training is received by personnel who operate, handle, transport, maintain, load or dispose of ammunition, missiles, or explosive items prior to performing any tasks.

A42.19.8.6. Ensure the commander, functional managers, and supervisors are advised on all weapon safety matters.

A42.19.8.7. Ensure locally written instructions are developed to support all planned contingency or wartime explosives operations IAW AFMAN 91-201.

A42.19.9. After comparing your capabilities against your OPLAN requirements, identify levels of risk associated with bed-down, operations, storage, transportation, handling explosives and movement, personnel and explosives limits precautions, any limiting factors and submit them to the plans and integration office for review by the BSPC.

A42.19.10. List any additional information appropriate for this function and not covered elsewhere.

Attachment 43

OFFICE OF SPECIAL INVESTIGATIONS (BAS&E CH 41)

Note: This chapter is prepared by the AFOSI detachment or operating location commander. In it, you will describe to your augmenting unit what your capabilities are and the requirements expected of them during a contingency or war. Basic capabilities and general operating procedures are outlined in Part I. OPLAN-specific capabilities and operating procedures are contained in Part II. This is one of the most important documents you will be involved with concerning wartime planning. Properly completed, it will be a resource document to assist you.

PART I:

A43.1. General Questions.

A43.1.1. Summarize the mission of the OSI during any contingency to include general policies, procedures, and guidance.

A43.1.2. Identify the concept of operations for the OSI.

A43.1.3. Describe the capabilities and services provided by the base OSI.

A43.1.4. Identify any support provided by local or host nation agencies or other service or component.

A43.2. Office Information.

A43.2.1. Office information for both the primary and alternate facilities for all OSI offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A43.3. Facility Information.

A43.3.1. Provide the following information for all OSI facilities: facility number, facility size, classified storage (yes/no), weapons storage (yes/no), funds storage (yes/no), and any OIS facilities remarks.

A43.4. Personnel Information.

A43.4.1. Provide the following information for OSI personnel: function (Agent), personnel type, job title, number required, number available and any personnel remarks.

A43.5. Equipment Information.

A43.5.1. Provide the following information for each piece of OSI equipment: function (Agent), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A43.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A43.6.1. Identify all requirements for vehicles.

A43.6.2. Identify all requirements for billeting.

A43.6.3. Identify all requirements for POL.

A43.6.4. List any additional information appropriate for this function and not covered elsewhere.

A43.7. Multimedia Files. Include any applicable multimedia information including photographs, maps, diagrams, drawings, word documents, power point, excel spread sheet etc.

PART II:

A43.8. Summarize the AFOSI mission during planning operations. Include policies, procedures, and guidance that may differ than those identified in Part I.

A43.9. List assumptions essential to making the plan successful. List any assumptions you have which impact on AFOSI's ability to support the wing mission during OPLAN execution.

A43.10. Summarize organizational command control relationships existing under OPLAN execution.

A43.11. List functional responsibilities that have a direct bearing on successfully providing AFOSI support.

A43.12. Provide detailed tasks for AFOSI organization. This section should identify and justify wartime tasks that place additional requirements on AFOSI units and may require additional material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

A43.12.1. List amount of required equipment and supply items. Compute required equipment and supply items based on total numbers of AFOSI personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part I which may be used during the operation).

A43.12.2. If the current unit facility is adequate for additional arriving personnel, indicate any additional requirements. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Specify the need for secure work areas, including interview rooms and evidence facilities.

A43.12.3. Specify communications need. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A43.13. Describe all shortfalls.

A43.14. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A43.14.1. Contact your unit plans function and AFOSI Region Plans Officer to determine OPLAN taskings for your unit. From that OPLAN's TPFDD, list numbers of personnel deploying to (and from) your unit (include UTC and RDD). Identify any special factors (requirements, formulas, etc.) you used in determining or assessing capabilities and requirements. Coordinate your submission with your Region Plans Officer before submission.

A43.14.2. After comparing your capabilities against your OPLAN requirements, identify any limiting factors and submit them to the plans and integration function for review by the BSPC.

A43.14.3. Compute additional vehicle requirements considering on-hand vehicle fleet, as well as any WRM vehicles assigned to your unit. Provide requirements to the Vehicle Management by vehicle type, number currently authorized for peacetime operation, number currently assigned, and number required to support OPLAN requirements. Coordinate with the Vehicle Management to ensure completeness prior to the Vehicle Management consolidation of wing requirements for publication into the BaS&E Chapter 20 of the BSP. The Vehicle Management, prior to inclusion in the BSP, must approve all subsequent changes of vehicle authorizations, including WRM vehicles. AFOSI vehicle requirements are included in the BaS&E Chapter 20 of the BSP

A43.14.4. List any additional information appropriate for this function and not covered elsewhere.

Attachment 44

VISUAL INFORMATION (VI) (BAS&E CH 42)

PART I:

A44.1. General Questions.

A44.1.1. Identify the mission for visual information system.

A44.1.2. Identify the concept of operations for visual information system.

A44.1.3. Describe the capabilities and services provided by the base visual information system function.

A44.2. Office Information.

A44.2.1. Office information for both the primary and alternate facilities for all VI offices: organization, description, facility number, DSN phone/fax, commercial phone/fax and remarks.

A44.3. Facility Information.

A44.3.1. Provide the following information all VI facilities: facility number, facility size, classified storage (yes/no), and any VI facilities remarks.

A44.4. Personnel Information.

A44.4.1. Provide the following information for VI personnel: function (VI), personnel type, job title, number required, number available and any personnel remarks.

A44.5. Equipment Information.

A44.5.1. Provide the following information for each piece of VI equipment: function (VI), equipment type, owner, use type, authorized quantity, assigned quantity and any equipment remarks.

A44.6. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A44.7. Multimedia Files. Include any applicable multimedia information: photographs, maps, diagrams, drawings, Word documents, Power Point, Excel spread sheet etc.

PART II

A44.8. Summarize the VIs mission during plan operations. (Include policies, procedures, and guidance that may differ than those identified in Part I.)

A44.9. List assumptions essential to making this plan successful.

A44.10. Summarize organizational command control relationships existing under OPLAN execution.

A44.11. List functional responsibilities that have a direct bearing on successfully providing audio-visual support.

A44.12. Provide a list of detailed tasking. This section should identify and justify wartime tasks that place additional requirements on Visual Information units and may require additional

material and facilities to accomplish the mission. Identify on-hand material and facilities and additional requirements.

A44.13. List amount of required equipment and supply items. Compute required equipment and supply items based on total numbers of Visual Information personnel expected to deploy to support your operations (less on-hand items at your unit identified in Part I which may be used during the operation).

A44.14. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Consider if the current unit facility is adequate for the additional personnel arriving and indicate any additional requirements. Specify the need for secure work areas, including interview rooms and evidence facilities

A44.15. Specify communications need. Identify any communications and information requirements beyond the capabilities already provided. Items for considerations include: basic phone services, computers, network capabilities (classified and unclassified), secure phone instruments, LMRs and/or pagers, secure and unsecure facsimile machines, and printing capabilities. Coordinate with installation Communications Officer prior to consolidation of requirements into Base Support Plan. Ensure these requirements are addressed in BaS&E Chapter 30.

A44.16. Describe all shortfalls.

A44.17. Miscellaneous Notes. Include the following information in the miscellaneous notes section.

A44.17.1. List any additional information appropriate for this function and not covered elsewhere.

Attachment 45

LIMFAC (BAS&E CH 43)

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A45.1. This chapter will identify all LIMFACs applicable to the BSP, validated by the BSPC, and approved by the wing commander. LIMFACs are personnel or materiel deficiencies, problems, or conditions, validated by the base support planning committee, that have a critical negative impact on the ability of a unit to perform its wartime mission, and require the aid of higher headquarters to resolve. LIMFACs will be updated and posted in this chapter as a minimum, after each semiannual review, TPFDD release, or when significant changes occur. Address LIMFACs, shortfalls, and overages by supported plan. Recommend use of the following format:

A45.1.1. Functional Area (services, medical maintenance etc.)
A45.1.2. Tracking Number:
A45.1.3. Title:
A45.1.4. Date documented: DD/MMM/YYY
A45.1.5. Date Submitted: DD/MMM/YYY
A45.1.6. Estimated Completion date: DD/MMM/YYY
A45.1.7. Office:
A45.1.8. DSN Phone Number:
A45.1.9. Commercial Phone Number:
A45.1.10. LIMFAC Description:
A45.1.11. Action taken to resolve LIMFAC.

Attachment 46

MAPS (BAS&E CH 44)

PART I:

A46.1. Military Grid Reference System (MGRS) grid maps will be established for all agencies on the installation. Depict base areas and facilities that will be used to support the base contingency mission and show all requirements for facilities and utilities. Generally describe the base layout and its location relative to known geographic landmarks, for example, "XXXX Air Base is approximately 5 miles southwest of city, (country). The base is serviced by major highway route and is _____miles from the nearest railway."

A46.2. Consolidate maps required by various functional activities. Include a general base layout and annotate the following areas or facilities (lodging, dining, medical, maintenance, supply, munitions, utilities, fuels storage and servicing, morgue and mass burial area, etc.). Identify CBRN area monitoring locations on-base grid maps and/or 1:A46,000 scale maps.

A46.3. These layouts will also portray the areas for emergency use when existing facilities are saturated. Depicted should be such areas as emergency troop housing areas, aerial port and related areas, deploying vehicle parking, aircraft parking, field kitchens, field hospital in relation to existing facilities, tent city location, and other pertinent areas.

A46.4. Utility layouts should reflect possible expansion of USAF and host nation lines. The use of layouts and depiction of major functional building is encouraged. Generally, maps should show the layout of functions to address the base missions in the base support plan. The maps should vary in scale so as to depict the overall layout and specific areas.

A46.5. On-base maps will be available using 1”=400’ and 1”=800’ scale for crash recovery/response and airfield maps will be available for damage plotting/minimum operating strip selection in the 1” = 100’ scale.

A46.6. Maps should be documented by Civil Engineering representatives using standardized AutoCAD compatible software. Maps should be produced on a standard 30 inch by 42 inch construction drawing. Suggest using an engineering scale of 1 inch equals 400 feet. All map requests and changes should be coordinated thru the CE Emergency Management office to ensure all maps have been standardized.

A46.7. Multimedia Files. Include any applicable maps

PART II: IS NOT DEVELOPED FOR THIS CHAPTER

Attachment 47

AIRCRAFT BATTLE DAMAGE REPAIR (BAS&E CH 45)

Note: The Maintenance Group (MXG) Commander or equivalent prepares this chapter, with inputs and assistance from flying, maintenance, transportation, and supply squadrons, and direct representation from Aircraft Battle Damage Repair (ABDR) Program Office. All Aerial Port operations identified in this chapter must be coordinated with HQ AFMC/MXG representation. Part II of this chapter will identify capabilities of ABDR forces that are OPLAN specific actions and procedures.

PART I: IS NOT DEVELOPED FOR THIS CHAPTER

PART II:

A47.1. Contact the host base plans and integration office to determine OPLAN tasking for AFMC ABDR units. From that OPLAN's Time-Phased Force Deployment Data (TPFDD), list the number of personnel deploying to the location, include Unit Type Code (UTC) and Required Delivery Date (RDD). Identify any additional or tailored requirements during the conference/site survey.

A47.2. Aircraft Battle Damage Repair (ABDR): Summarize ABDR support/mission during OPLAN operations. Include policies, procedures, and guidance necessary for mission accomplishment. Outline the general ABDR plan to support aircraft operations.

A47.2.1. List any assumptions which impacts upon the ability to provide ABDR support during OPLAN execution.

A47.2.2. Ensure that Maintenance BaS&E Chapter 24, identifies recall procedures when ABDR personnel are dispersed throughout the installation.

A47.2.3. Summarize ABDR backshop and intermediate maintenance support/mission during OPLAN necessary for mission accomplishment. Outline the general plan to support aircraft maintenance operations other than ABDR.

A47.2.4. Outline the concept of ABDR support that will be used at the location. Identify the organizational structure for the integration of ABDR teams. Identify locations for ABDR operations, any specialized support requirements, support equipment availability, and ABDR trailer availability.

A47.2.4.1. Aerospace Ground Equipment (AGE) is vital to ABDR accomplishment, however ABDR teams do not deploy with AGE. AGE equipment to be utilized by ABDR teams must be identified by type and quantity required by each team deployed.

A47.2.4.2. Shelf-life items are necessary for ABDR accomplishment. Identify procedures for acquisition of shelf-life items for ABDR repairs. Identify estimated types and quantities required.

A47.3. List all vehicle requirements for ABDR teams. This includes general purpose and specialized vehicles.

A47.4. Address all communications requirements. Include band identification for ABDR personnel land mobile radios during deployment. Include DSN/Local requirements for all teams deployed.